

Bushbuckridge Local Municipality Process plan 2018/19



2018/19

IDP PROCESS PLAN

BUSHBUCKRIDGE LOCAL
MUNICIPALITY

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1. INTRODUCTION

Planning is the single most important task of the management and leadership of an organisation. Strategic alignment of all key processes with the strategic plan is a requirement for successful implementation thereof.

In the context of local government, the strategic plan is the Integrated Development Plan (IDP) of the municipality. The budget is the provision of resources for the implementation of the strategy (IDP), whilst the Service Delivery and Budget Implementation Plan (SDBIP) is the implementation plan for the strategy. Quarterly performance review and reporting, based on the SDBIP, ensures effective monitoring and evaluation of the implementation of the strategy (to monitor whether the agreements entered to between the Accounting officer and directors are being implemented).

The alignment between the strategic Integrated Development Plan of a municipality, the Budget, SDBIP and the Performance Management System will therefore ensure strategic alignment in the institution. An IDP is a principal for Local Government used to guide the developmental agenda and Municipal budgets, land Use development, and management, promotion of local economic development, and institutional transformation in a consultative and systematic manner.

The process plan of the Municipality is prepared in line with the District Framework Plan as per legislation. The framework plan provides linkage for binding relationships established between the District and Local Municipalities in the District. In so doing, proper consultation, coordination and alignment of the IDP process of the Municipality, district and various municipalities within the district can be maintained.

The newly elected Council of the municipality will have to undertake the preparation and adoption of new five (5) IDP cycle as per legislation (Municipal Systems Act, 2000, Chapter 5 Integration Development Planning) for the term FY2017/2018-2021/2022.

2. LEGISLATIVE FRAMEWORK

The District framework is the guiding document in order to have alignment between the district municipality and Bushbuckridge local municipality.

Section 27 of the Local Government Municipal Systems Act, 2000 states that:

- (1) "Each district municipality, within a prescribed period after the start of its elected term and after following a consultative process with the local municipalities within its area, must adopt a framework for integrated development planning in the area as a whole.

- (2) A framework referred to in subsection (1) 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 on 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 respect 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 essential amendments to the framework.”

The Framework is developed in a joint workshop and is binding to both district and local municipalities. It is developed in an inter-active, mutually aligned manner during the preparation phase in order to ensure that a Process Plan of each municipality are in line with the District Framework and does reflect the proposals of other local municipalities in the district.

The function of the Framework Plan is to ensure that the process of district IDP's and local IDP's are mutually linked and informs one another. The Framework Plan specifies the roles of different role players in the IDP process and determines procedures for coordination, consultation and alignment between the district and the local municipalities. The district Framework Plan guides each municipality in preparing its Process Plan. The Process Plan has to be based on appropriate consultation with local communities and September/October 2017 to them.

In view of the integration of the other key processes mentioned with the IDP, e.g. budget, SDBIP and the related performance management processes, this framework will also make provision for the dates and time frames of such processes.

The designated Process Plan of the municipality will be submitted to the MEC of the Department of Cooperative Governance and Traditional Affairs after approval by Council.

2.1 ELEMENTS OF DISTRICT FRAMEWORK PLAN

The core elements of the IDP process correspond to the core functions of the municipalities as outlined in the Municipal Structures Act and other legislation including the DPLG's Guide Pack (2000) as well as critical elements which have arisen from the preparation of and the review of the IDP's over the past years.

The elements are as follows:

- Framework Programme with Time Frames;
- Mechanisms and procedures for alignment;
- Mechanisms and procedures for consultation; and ,
- Procedures and principles for monitoring the planning process and amendment.

2.2. THE CORE COMPONENTS OF IDP PROCESS ARE GROUPED AS FOLLOWS:

- Areas requiring additional attention in terms of the legislative requirements;
- Consideration, review and inclusion of any relevant and new information;
- Shortcomings and weaknesses identified through the IDP Road shows and internal systems assessment;
- The preparation and review of relevant sector plans and their alignment with the IDP;
- Current status of the implementation Process; and
- Alignment of District IDP to the PGDS and other relevant National and Provincial development guidelines and policies.
- The basic elements of the performance management system, namely the strategic objectives, the development priorities, baseline data, indicators of performance, targets set and the organizational layer SDBIP,

3. ROLES AND RESPONSIBILITIES

ROLES	RESPONSIBILITIES
Ehlanzeni District Municipality	<ul style="list-style-type: none"> ▪ Horizontal alignment of the IDPs of local municipalities in the Ehlanzeni District Municipality's area of jurisdiction; ▪ Vertical alignment of planning on district and local level; ▪ Facilitation of vertical alignment of IDPs with other spheres of government and sector departments; ▪ The preparation of joint strategy workshops with local municipalities, provincial and national role-players and other subject matter specialists; ▪ Compilation of a District Process Plan, based on the Framework; ▪ Managing, compilation and approval of the District IDP and monitoring and evaluating the District IDP Process Plan within the compilation process as described in Chapter 6; ▪ Ensuring that the Process Plans of the local municipalities and development process adhere to the alignment issues as agreed in the Framework.
Bushbuckridge Local Municipality	<p>As the ultimate political decision-making body of the municipality, each local municipality must:</p> <ul style="list-style-type: none"> ▪ Prepare a Process Plan based on the Framework Plan and submit the draft Process Plan to the Ehlanzeni Municipality for assessment in terms of alignment procedures and time frames as described in the Framework; ▪ Amend the Draft Process Plan according to recommendations of the District Steering Committee and decide on and adopt the Process Plans; ▪ Monitor, evaluate and report on its IDP Process in terms of the Monitoring Plan as described in Chapter 6; ▪ Undertake the overall management, co-ordination and monitoring of the process and drafting of the local IDP and approve the municipal IDP within the agreed time frame; ▪ Submit necessary documentation on each Phase of the IDP to the District Municipality and CoGTA according to the agreed time frames; and ▪ Approve nominated persons to be in charge of different roles, activities and responsibilities of the process and drafting of the IDP.

Technical Committee Forum	<p>The Technical Committee Forum will constitute of the IDP Managers (officials responsible for coordinating and managing the IDP Process), Public Participation officers of each municipality and officials of the Department of Cooperative Governance and Traditional Affairs. Should the IDP Manager not be able to attend the meeting, he/she must send a delegate duly authorised to act on his behalf.</p> <p>IDP Managers' Forum must:</p> <ul style="list-style-type: none"> ▪ Convene on a monthly basis at a time and place as agreed upon at their first meeting; ▪ Submit monthly progress reports according to a format as stipulated by the forum; ▪ Ensure horizontal alignment between the District Municipality and between Local municipalities within the district; ▪ Ensure vertical alignment (through Department Local Government as official point of entry) between municipalities in the Ehlanzeni District and Provincial Government as well as National Government where relevant; ▪ The District IDP Manager/ Coordinator chairs all the meetings; and ▪ Secretariat: District
Stakeholder	<p>Regional stakeholders and representatives of traditional leaders will be actively involved in both the District and Local Municipality IDP Forum.</p> <p>The main purpose of these groups is to consult with and respond to various interests of the community and contribute knowledge and ideas in the planning process. Communities, local stakeholders and traditional leaders will contribute knowledge and ideas by participating in the designated Local Municipality IDP Representative Forum to:</p> <ul style="list-style-type: none"> ▪ Inform interest groups, communities and organizations on relevant planning activities and outcomes; ▪ analyse issues, determine priorities, negotiate and reach consensus; ▪ participate in the designing of project proposals and assess them; ▪ discuss and comment on the draft IDP; ▪ ensure that annual business plans and budgets are based on and linked to the IDP; and ▪ Monitor performance and implementation of the IDP.
Cooperative Governance and	<p>Regional stakeholders and representatives of traditional leaders will be actively involved in both the District and Local Municipality IDP Forum.</p>

Traditional Affairs	<p>The main purpose of these groups is to consult with and respond to various interests of the community and contribute knowledge and ideas in the planning process. Communities, local stakeholders and traditional leaders will contribute knowledge and ideas by participating in the designated Local Municipality IDP Representative Forum to:</p> <ul style="list-style-type: none"> ▪ Inform interest groups, communities and organizations on relevant planning activities and outcomes; ▪ analyse issues, determine priorities, negotiate and reach consensus; ▪ participate in the designing of project proposals and assess them; ▪ discuss and comment on the draft IDP; ▪ ensure that annual business plans and budgets are based on and linked to the IDP; and ▪ Monitor performance and implementation of the IDP. <p>A public participation strategy will be formulated as part of each Local Municipality's Process Plan.</p>
Office of the Premier	<p>The Office of the Premier, Chief Directorate Macro Policy and Strategic Management has the following roles and responsibilities:</p> <ul style="list-style-type: none"> ▪ To co-ordinate Medium Term Frameworks and Strategic Plans of Provincial Departments, ensure that these plans have taken municipalities' IDPs into consideration and must distribute information to municipalities pertaining to it; ▪ to render support, ensure and monitor Department Local Government's alignment responsibilities; ▪ to intervene where there is lack of performance by provincial departments within the IDP Process; ▪ to investigate any issues of low performance by provincial government as may be submitted to the Office of the Premier by any municipality that deems it necessary; and ▪ Provide support in terms of skills advice on planning matters.
Sector Departments	<p>Sector Departments must:</p> <ul style="list-style-type: none"> ▪ Contribute knowledge and ideas about planning issues in the province and sectors; ▪ 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 IDPs into consideration and adjust their budgets as informed by the various IDPs; ▪ Contribute sector expertise and technical knowledge to the formulation of municipal strategies and projects;

	<ul style="list-style-type: none">▪ Engage in a process of alignment with district municipalities; and participate in the provincial management system and co-ordination.
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3.1. IDP STRUCTURES

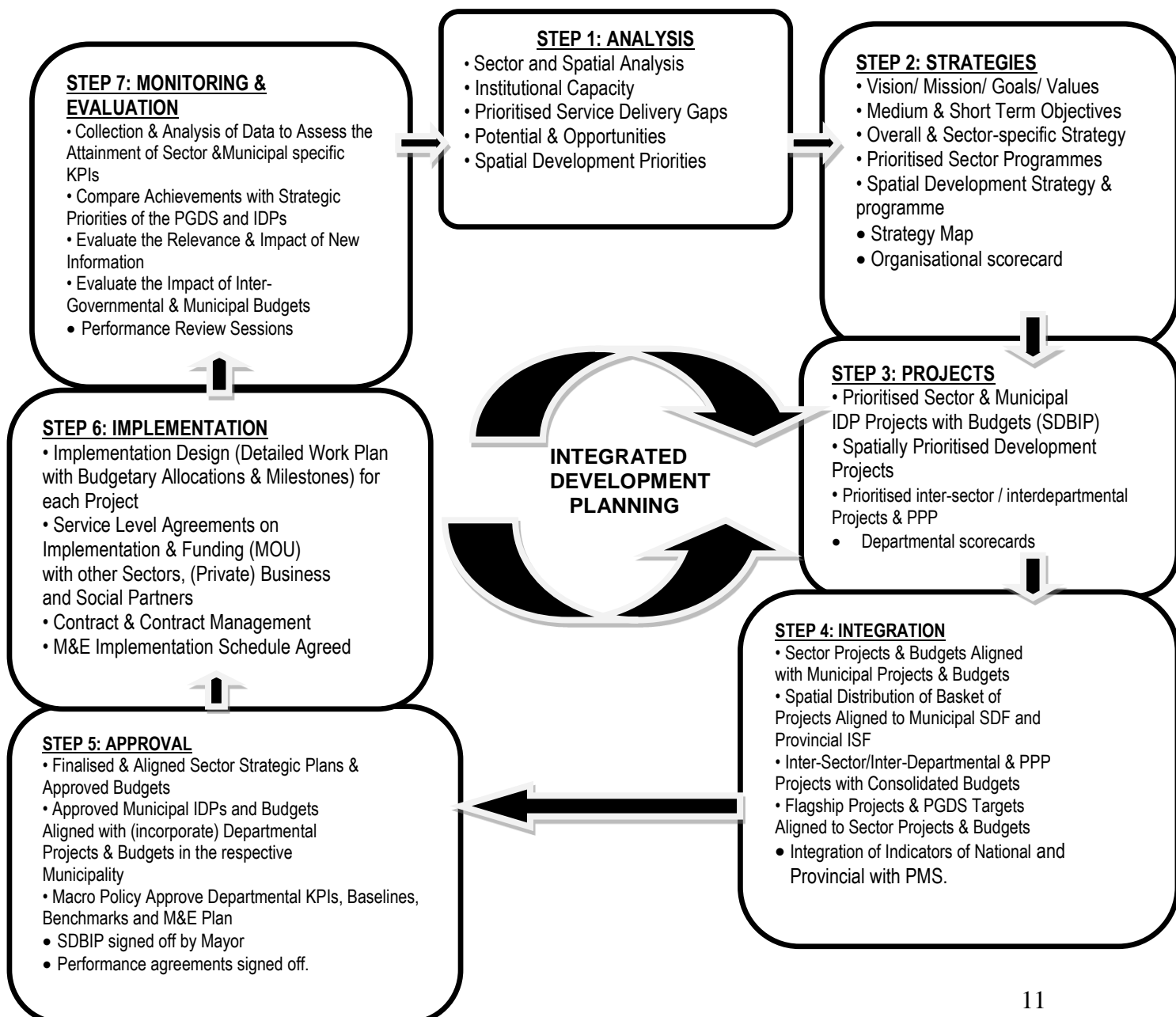
STRUCTURE	FUNCTIONS / ROLES & RESPONSIBILITIES
Ward Committees	<ul style="list-style-type: none"> ▪ Ward Committees headed by Ward Councillors ▪ Ward community representative to council via ward Councillors ▪ Participate in partnership with Project Steering Committee provide feedback to community about the project progress ▪ Participate and be in the forefront of community participation meetings
Traditional Leadership	<p>Shaping IDPs (Integrated Development Plans) and participating in service delivery.</p> <p>They have roles in respect of disaster management and the promotion of indigenous knowledge systems.</p> <ul style="list-style-type: none"> ▪ Traditional councils are meant to reject tribalism, promote peace and foster social cohesion and contribute to the system of cooperative governance
IDP Representative Forum	<p>The IDP Representative Forum is composed of interest groups, communities and organisations. It has the following functions:–</p> <ul style="list-style-type: none"> ▪ represent interests on relevant planning activities and their outcomes; ▪ analyses issues, discuss, negotiate and reach consensus (through decision-making process); and ▪ participates in the designing of project proposals ▪ monitors performance of planning and implementation;
IDP Steering Committee	<p>The IDP Steering Committee is composed of the Municipal Manager and heads of departments. It performs the following functions:–</p> <ul style="list-style-type: none"> ▪ provides terms of reference for the various planning activities; ▪ commissions research studies; ▪ considers and comments on: <ul style="list-style-type: none"> ○ inputs from sub-committee/s, study teams and consultants ○ inputs from sector departments and support providers
IDP Managers Forum	<p>The IDP Managers Forum is composed of the district IDP Manager and IDP Managers/Coordinators from local municipalities in the district:–</p> <ul style="list-style-type: none"> ▪ facilitates and coordinates IDP activities in the district; ▪ ensures horizontal alignment between the district; municipality and local municipalities; and ▪ Ensures vertical alignment between municipalities in the district and provincial and national government.
District IDP Cluster meetings	<p>The clusters comprises of departmental heads and senior Managers or directors of district and local municipalities. These are the functions of clusters:</p>

STRUCTURE	FUNCTIONS / ROLES & RESPONSIBILITIES
	<ul style="list-style-type: none"> • Provides technical input to the IDP process • Alignment of strategies • Assist in municipal priorities

4. ACTION PROGRAMME

The Framework Programme is a summary of the District and Municipal Action Programmes, which focuses on the district wide activities that need to be undertaken together in a co-ordinated way. The Programme will thus be used as a tool for the alignment between municipalities in the district.

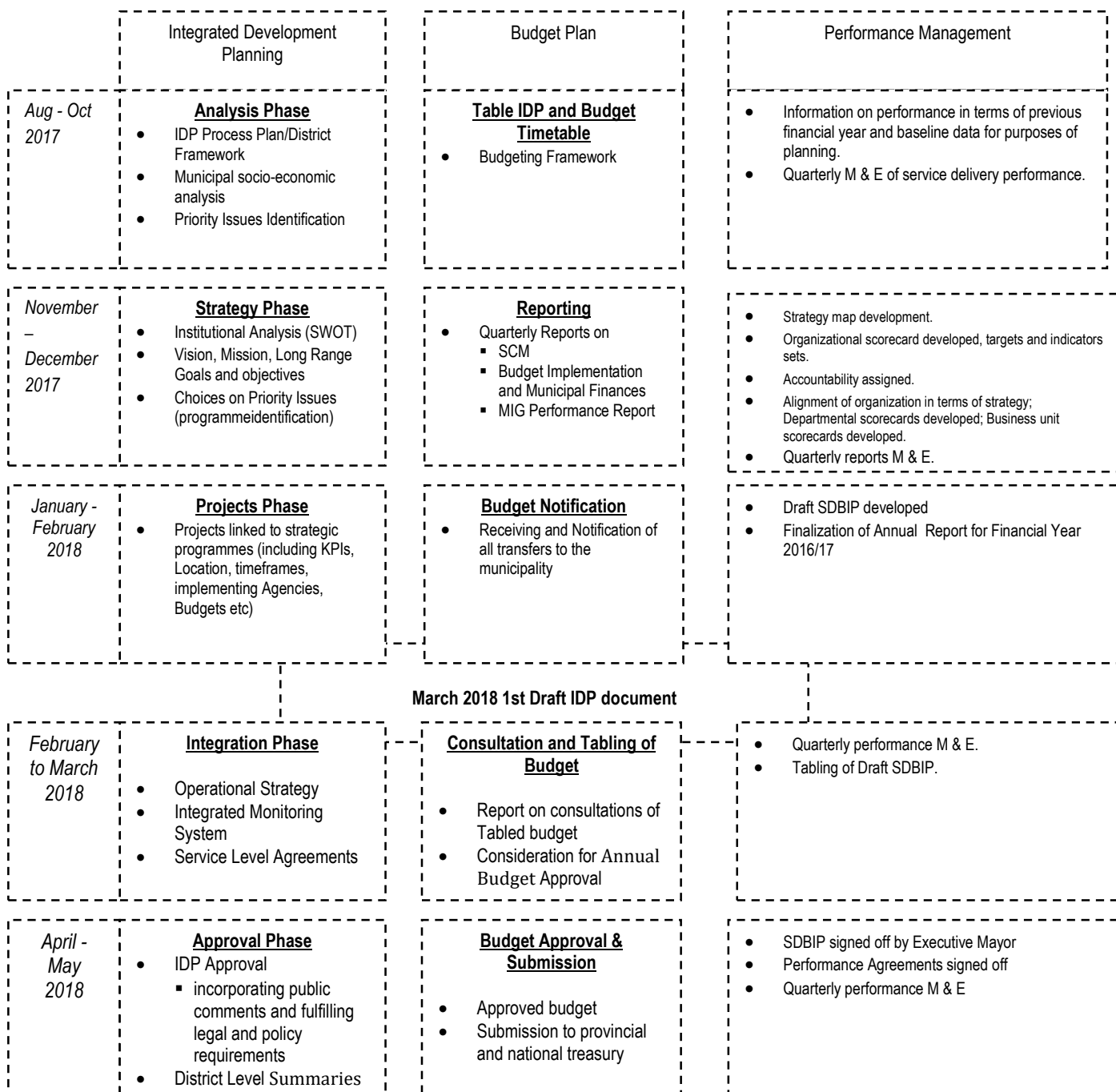
FIGURE 1: INTEGRATED DEVELOPMENT PLANNING



4.1 PHASES OF THE IDP, BUDGET AND PERFORMANCE MANAGEMENT PROCESSES

The municipality's time frames of different phases for the IDP process:

FIGURE 2 MUNICIPAL INTEGRATED DEVELOPMENT PLANNING, BUDGETING AND PERFORMANCE MANAGEMENT SCHEDULE



4.2. IDP AND BUDGET PROCESS MANAGEMENT PLAN FOR 2017/18

TASK	TARGET DATES	OUTPUT
PREPARATORY PHASE : SUBMISSION OF 2018/19 IDP FRAMEWORK AND PROCESS PLANS TO COGTA	August 2017	FRAMEWORK / PROCESS PLAN
Prepare 2018/19 IDP Framework for Ehlanzeni Family of Municipalities	04 – 08 August 2017	
IDP Technical Committee to discuss draft framework	September 2017	
Integrating and aligning the LM's, COGTA and EDM process plans,	August 2017	
Adoption of 2018/19 IDP, Budget and PMS Framework Plan and Process Plans	31 August 2017	
Submit Framework / Process Plans to COGTA	05 September 2017	
Advertise IDP Framework and Process Plans	05 September 2017	
ANALYSIS PHASE (PREPARE STATUS QUO REPORTS)	September – October 2017	ANALYSIS / STATUS QOU REPORT
Collect data/ priorities of the communities	September – October 2017	
Develop Community Based plans	October 2017	
Reflect performance information on previous FY	September – October 2017	
IDP Representative Forum (Clusters)	October 2017	
Submitting of consolidated community priorities to COGTA	31 October 2017	
REVIEW STRATEGIES	November – December 2017	STRATEGIES
Review municipal objectives and strategies and performance indicators	November – December 2017	
First quarter review (budget and SDBIPs)	November – December 2017	
Review sector plans & Policies	November – December 2017	
IDP Representative Forum (Clusters)		
Departmental budget input	November – December 2017	
Drafting of Strategy Map	November – December 2017	
PROJECTS PHASE	January – February 2018	PROJECTS IDENTIFICATION
Project identification and review	January -February 2018	
Compile Project list	January -February 2018	
Alignment of IDP with draft capital budget estimates	January 2018	
Mid-term performance and budget review	December 2017– January 2018	
Integrate finalized sector plans	January -February 2018	
ADOPTION AND SUBMISSION OF DRAFT 2018/19 IDP AND BUDGET	MARCH 2018	2018/19 FIRST DRAFT IDP
Presenting Draft 2018/19 IDP & Budget Review to the IDP Rep Forum	January 2018	
Tabling Draft 2018/19 IDP & Budget Review to the Councillors	End of February 2018	
Drafting of Organisational Scorecard	April 2018	

IDP draft submission to COGTA	March 2018	FINAL IDP/BUDGET
Advertise Draft IDP for public comments	1 st – 2 nd week of April 2018	
IDP pre-Assessment	April 2018	
IDP Public participation for the comments	March 2018	
ADOPTION AND SUBMISSION OF 2018/19 FINAL IDP AND BUDGET	APRIL 2018	
Incorporate public comments on Draft IDP	March 2018	
Incorporate comments from the pre- assessment from COGTA		
Address comments from the Auditor General on the Annual Report of the previous FY		
IDP Representative Forum (Clusters)	March 2018	
Final IDP Adoption FY2018/19	May 2018	
Drafting of Service Delivery and Budget Implementation Plans (SDBIPs)	May – June 2018	
Submission of the final adopted IDP/Budget to COGTA	Early May 2018	
Finalisation of the Performance Agreements of the Municipal Manager and Section 56 Managers	July 2018	

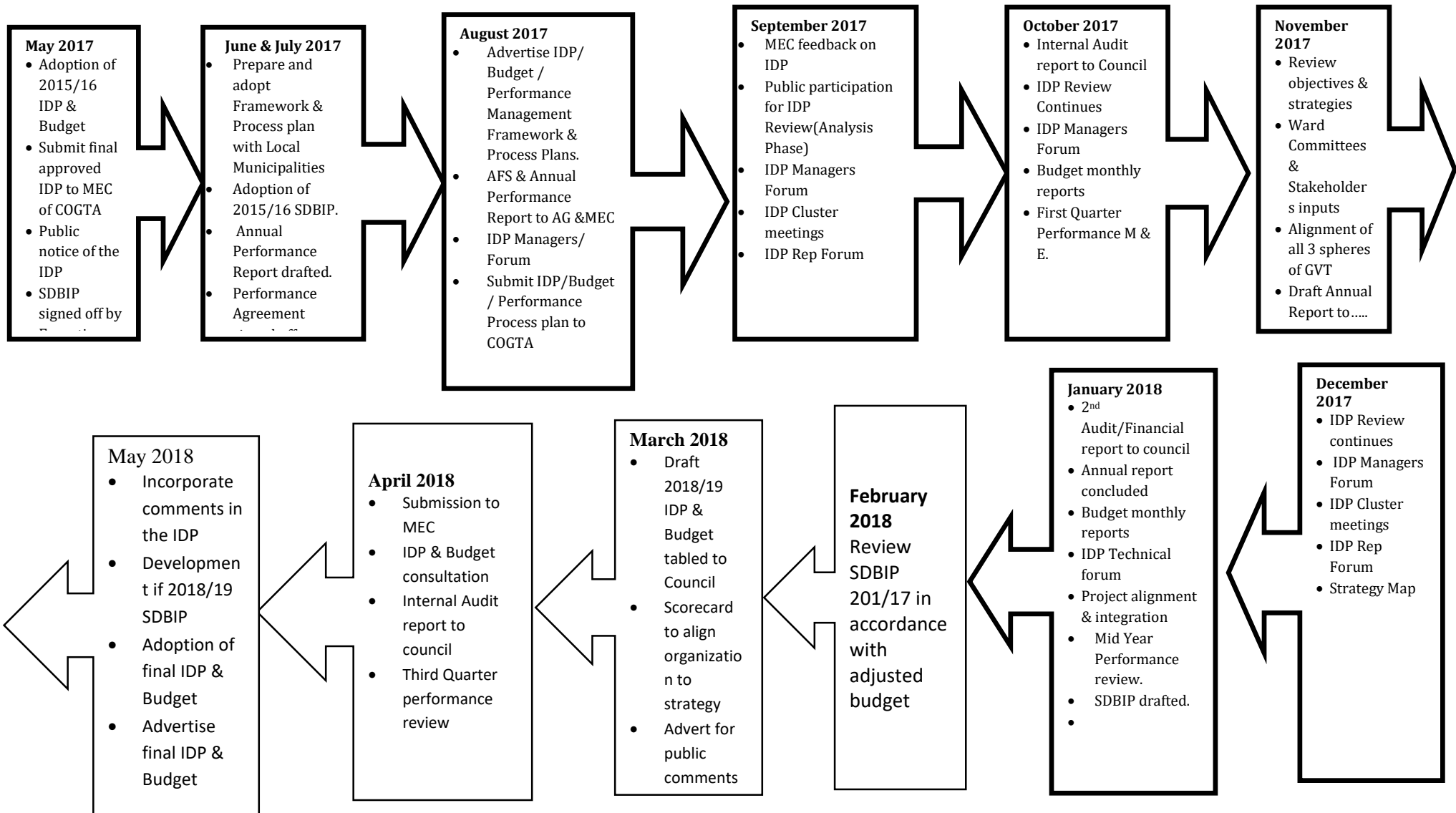
4.2.1. Dates for public consultations in the Analysis phase

Statutory Mandate and Communication strategy	Responsible Person	Objectives	Target Audience	Start and End date	budget	Venue
Approval of Process plan	Portfolio committee Mayoral committee Council	Approval of the process plan of the reviewal of the IDP document for 2017/18	Municipal Council	31 August 2017	No Budget	Council Chamber
Mayoral Lekgotla	Municipal Manager Directors IDP unit	Adoption of new council objectives and targets	Mayoral Committee Council	September 2017		
Plenary meeting	IDP manager IDP Officer Office of the Speaker GIS Supply Chain	Preparation for Public Participation and Identification of stake holders	Municipal manager Directors Managers Officials	September 2017	No Budget	Municipal Complex

Statutory Mandate and Communication strategy	Responsible Person	Objectives	Target Audience	Start and End date	budget	Venue
IDP Steering committee	All councillors All Directors All Managers All Regional managers Officials	Preparation for Public Participation and presentation of 2013/14 projects status quo	Municipal Councillors All Officials		No budget	Municipal Council chamber
Community Based Planning	IDP manager IDP Officer Office of the Speaker	Capacitation of Ward councillors and Committees Identification and development of Community needs	Ward Councillors Ward Committees CDW's Traditional Authorities	September/October 2017	R 35 000 (for transport of ward committees, and catering)	Shatale (venue to be confirmed) (Ward 07,11, 12,13)
Community Based Planning	IDP manager IDP Officer Office of the Speaker	Capacitation of Ward councillors and Committees Identification and development of Community needs	Ward Councillors Ward Committees CDW's Traditional Authorities	September/October 2017	R 40 000 (for transport of ward committees, and catering)	Dwarsloop Civic Centre (Ward 08,09,10,&37)
Community Based Planning	IDP manager IDP Officer Office of the Speaker	Capacitation of Ward councillors and Committees Identification and development of Community needs	Ward Councillors Ward Committees CDW's Traditional Authorities	September/October 2017	R 35 000 (for transport of ward committees, and catering)	Casteel MPCC (Ward 32,14,16)
Community Based Planning	IDP manager IDP Officer GIS Officer IDP Coordinator Office of the Speaker	Capacitation of Ward councillors and Committees Identification and development of Community needs	Ward Councillors Ward Committees CDW's Traditional Authorities	September/October 2017		Mkhuhlu Civic Centre - 1,2,3,4,5,& 6
Community Based Planning	IDP manager IDP Officer GIS Officer	Capacitation of Ward councillors and Committees	Ward Councillors Ward Committees CDW's	September/October 2017		Mkhuhlu Civic Centre- 23, 24, 25, 26, 27 & 35

Statutory Mandate and Communication strategy	Responsible Person	Objectives	Target Audience	Start and End date	budget	Venue
	IDP Coordinator Office of the Speaker	Identification and development of Community needs	Traditional Authorities			
Community Based Planning	IDP manager IDP Officer GIS Officer IDP Coordinator Office of the Speaker	Capacitation of Ward councillors and Committees Identification and development of Community needs	Ward Councillors Ward Committees CDW's Traditional Authorities	September/October 2017		Thulamahashe Civic Centre - 7, 8, 9, 10, 11, 28, 31, 36 & 37
Community Based Planning	IDP manager IDP Officer GIS Officer IDP Coordinator Office of the Speaker	Capacitation of Ward councillors and Committees Identification and development of Community needs	Ward Councillors Ward Committees CDW's Traditional Authorities	September/October 2017		Merriam Mokgakane Community Hall - 14,15,16,17,18 & 19
Community Based Planning	IDP manager IDP Officer GIS Officer IDP Coordinator Office of the Speaker	Capacitation of Ward councillors and Committees Identification and development of Community needs	Ward Councillors Ward Committees CDW's Traditional Authorities	September/October 2017		Merriam Mokgakane Community Hall- 20, 21, 22, 30, 32, 33 & 34
Strategic planning Session	Municipal Manager IDP Manager IDP Officer IDP Coordinator	Strategic planning	Directors Managers Technicians Engineers Officers Coordinators	September/October 2017	R120 000	Venue to be confirmed
IDP Forum	Sector Departments EDM Parastatals NGO Private sector	Presentation of status quo for 2015/16 projects Presentation of CBP needs	Executive Mayor Mayoral committee Speaker Chief whip Administrators Directors Managers	January/February 2018	No budget	Venue to be confirmed

4.3. IDP PLANNING CYCLE 2018/19



5. ISSUES, MECHANISMS AND PROCEDURES FOR ALIGNMENT AND CONSULTATIONS

5.1. INTRODUCTION

Alignment is the instrument used 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 complement each other and the Bushbuckridge Local Municipality will ensure that both procedures are applied. The horizontal alignment, which is between municipalities, district and sector departments ensure that planning processes and issues are co-coordinated and addressed jointly. The District has the responsibility to ensure that alignment between the local municipalities takes place. On the other hand the vertical alignment between local government (municipalities/district) and other spheres of government (provincial/ national sector Departments and also other stakeholders e.g. Eskom, Telkom) 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.

5.2. COMPOSITION OF PERSONS TO BE INVOLVED IN THE ALIGNMENT PROCESS

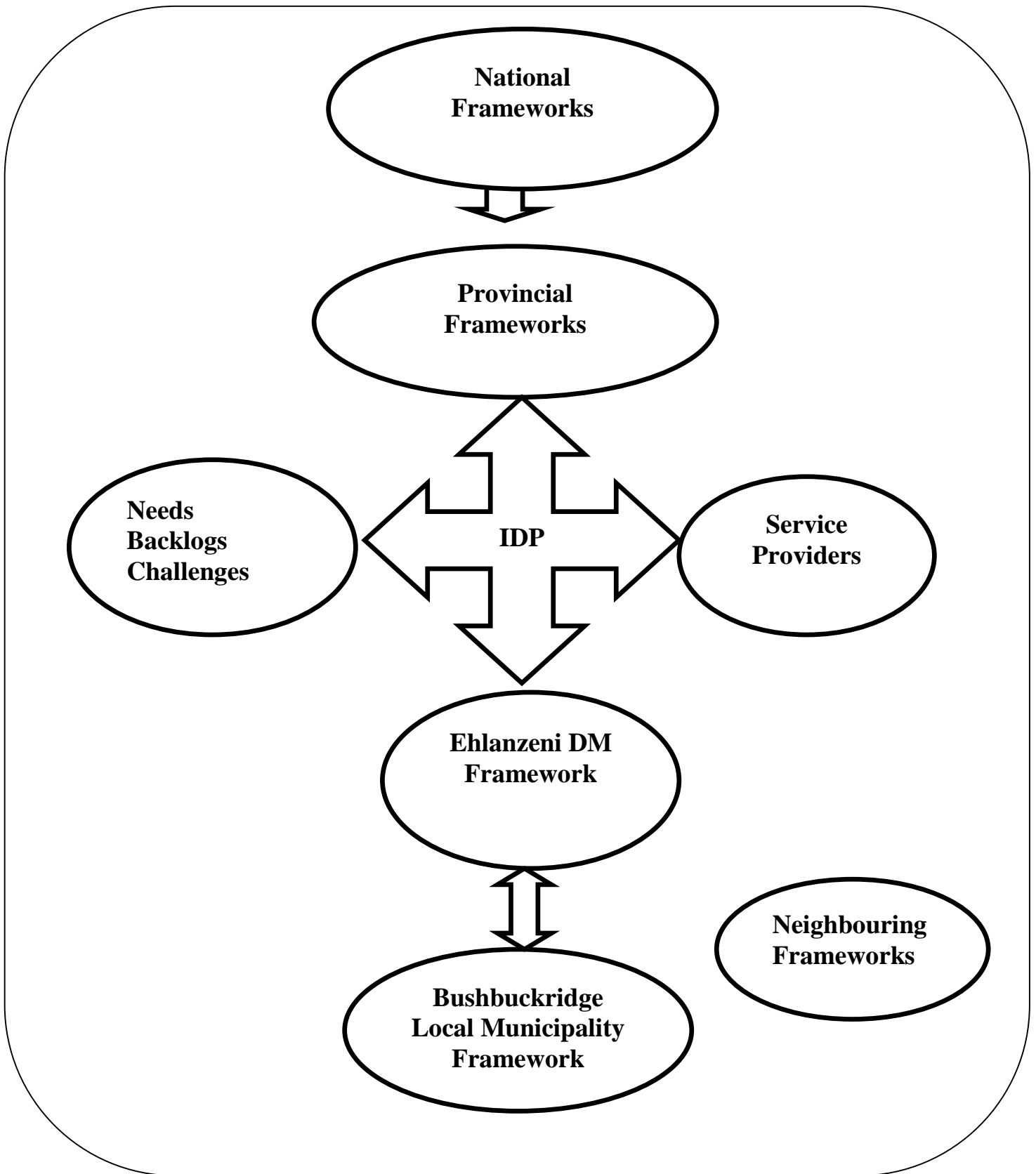
Officials and Councillors that should be involved in alignment between municipalities and district includes:

- District Municipality's IDP Manager and IDP Steering Committee;
- Local Municipality's IDP Manager and local IDP Steering Committee;
- IDP Managers' Forum; and
- District IDP Steering committee and National & Provincial sector Departments Planners.

On the other hand between local government and other spheres, the following should be involved:

- Local and District IDP Managers;
- Provincial IDP Co-ordinator;
- Provincial/ national senior sector departments officials;
- Senior officials of corporate service providers (Eskom, Water Boards, Telkom, etc);and
- Regional stakeholders

5.3 HORIZONTAL AND VERTICAL ALIGNMENT



5.4. STRATEGY FOR HORIZONTAL ALIGNMENT

- i. The main responsibility of horizontal alignment lies with the Ehlanzeni District, but the responsibility of aligning local issues on municipal level lies with the designated municipalities.
- ii. The IDP Managers Forum is responsible for alignment between the local municipalities
- iii. Further alignment will take place within the District Representative Forum meetings, as well as the local IDP Rep forum.
- iv. 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 issue (only affecting one municipality or various municipalities).
 - i. The procedure for alignment between adjacent local municipalities, district municipalities, Municipalities, will be as follows:
 - a. The Ehlanzeni District Municipality needs to ensure alignment between itself, adjacent district municipalities (Gert Sibande, Nkangala District, Sekhukhune, and Mopani District Municipality, etc this can be achieved by working closely with the Provincial IDP Co-ordinator.
 - b. Bushbuckridge Local Municipality needs to ensure alignment with all the local municipalities in the Ehlanzeni district as well as neighbouring municipalities in the Limpopo province.
- v. The Municipality should submit a draft document of a specific phase to these adjacent authorities. Adjacent authorities must indicate within 14 days if there is further alignment required regarding specific issues. The Municipality will inform adjacent authorities within a specific phase if a specific issue has an influence on that authority. The core responsibility of bilateral alignment between a specific local municipality and a directly adjacent municipality or authorities still lies with that municipality and the municipality must inform that adjacent municipality where they are affected.

5.5. 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 sphere of Government;
- iii. The IDP Steering Committee, consisting of the Municipality's directors will request submission of applications to constitute the IDP Representative Forum through the local press. Stakeholders/ community groups will be requested to indicate their goals, objectives, activities, number of members and constitution;
- iv. 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. A framework of alignment requirements for both types of alignment per phase is indicated in Chapter 2. The framework does not exempt any further horizontal or vertical alignment and indicated only the non-negotiable stages of critical alignment.

6. BINDING PLANS AND PLANNING REQUIREMENTS

All relevant documents that need to be considered in the course of the planning process must be known and available. This applies especially to legal documents and to guidelines, plans and strategies from the provincial and national sphere and corporate service providers.

A number of national acts and policies require local governments to produce sector plans, or to fulfil certain planning requirements when preparing an IDP. These plans and planning requirements are indicated in the table below. These sectoral plans and other statutory requirements should complement each other and the IDP. Effective synchronisation in their preparation should be sought, ensuring greater developmental impact and avoid duplication. This will be done by:

- Ensuring that members of the various sectoral plan-preparation teams serve on each other's teams;
- Working from the same base data set;
- Sharing draft plans/ strategies throughout the planning process;
- participating in each other's strategy formulation sessions; and
- Using the spatial Development framework to co-ordinate and integrate proposed plans.

Table 1: Sector Requirements

<i>CATEGORY OF REQUIREMENT</i>	<i>SECTOR REQUIREMENT</i>
For a municipal level plan	Water Services Development Plan, required in terms of the Water Services Act, 1997
	Integrated Transport Plan, required in terms of the Land Use Transport Bill, 2000
	Environmental Management Plan with an Integrated Waste Management Plan, required in terms of the White Paper of Integrated Pollution and Waste Management, March 2000 and NEMA, 1998
	Spatial Development Framework, required in terms of the DFA, 1995 (to be replaced by spatial planning as requirement to be incorporated as a component of the IDP)
	Housing plan in terms of Housing act 1997 and the NSDP
	Disaster Management Plan, required in terms of the White Paper on Disaster Management, 1999 and the Disaster Management Bill, 2000
	Institutional Plan
	LED plan
For sector planning to be incorporated as a component of the IDP	Housing Plans, required in terms of the Housing Act, 1997
	Local management issues
	Integrated infrastructure planning
	Integrated energy planning, required in terms of the White Paper on Energy Policy of RSA, December 1998
	Spatial Framework (Section 4 of the Draft IDP Regulations)
	Land Affairs Programmes such as Tenure Upgrading and Land Reform
For compliance with normative frameworks	National Environmental Management Act (1998) Principles
	Development Facilitation Act (1995) Principles
	Environmental Management Plans
For value adding contribution	Local Agenda 21

It is important to note that while the various plans produced in the inter-linked processes will lead to sectoral plans that will exist in their own right, the IDP must at least:

- Summarise the major features of these different plans/strategies;
- Deal with the linkages between them;
- Specify and integrate all the spending implications for a five year period in a Municipal Infrastructure Investment Programme.

Municipalities need to be aware of all the National and Provincial binding strategies, policies and other legislations that may influence its IDP. A preliminary list of national and provincial documents is indicated hereunder. It should be noted that these lists are not comprehensive and needs to be updated within Phase 2 (during the Strategy Workshop).

National strategies and other documents that could influence local strategies:

- The National development plan (Vision 2030)
- National Growth and Development Strategy (NGDS);
- National Spatial Development Perspective and Principles,
- Outcomes Based Planning Approach,
- Spatial Planning and Land use Management Act, 2013
- The 2014 January 8 Policy Statement,
- The Urban and Rural Development Strategies;
- The Integrated Sustainable Rural Development Strategy, Nov 2000;
- The National Housing Code, March 2000;
- Department Land Affairs Consolidated EI&MP, June 2000;
- Department Land Affairs Strategic Plan 2001-2002;
- Industrial Strategy for the RSA, May 2001;
- HIV/AIDS/STD Strategic Plan for SA (2000-2005), Feb 2000;
- National Apex and 10-point Plan of Action for welfare and development (including National Plan of Action for Children);
- National Youth Plan.

Provincial strategies, policies and other documents that could influence local strategies

- Mpumalanga Provincial Rural and Urban Development Strategy, Dec 2000 (PRUDS);
- Mpumalanga Draft Spatial Development Framework (2012)
- Spatial Land Use Management Act (Act 16 of 2013)
- Integrated Spatial Framework, 1999 (ISF);
- The Mpumalanga Provincial Growth and Development Strategy (PGDS);
- Environmental Research Information System (ERIS);

- Mpumalanga Regional Sanitation Business Plan, 2001;
- Mpumalanga Environmental Implementation Plan (EIP), March 2001;
- Mpumalanga Provincial Departments' 5 year plans;

7. The National Development Plan 2030

7.1. Background

The National Development Plan 2030 seeks to eliminate poverty and inequality by 2030 by streamlining planning and strategies in all three spheres of Government namely; National, Provincial and Local Municipalities.

Whilst this objective remains the same going into the future, it is now more clearly expressed in the country's **National Development Plan (NDP)**, which provides a detailed roadmap for development in the years leading up to 2030.

For effective implementation and meaningful impact to be derived from this plan, the country needs to be guided by a **developmental democratic state** "*capable of mobilizing all sectors and boldly intervening in the economy in favour of workers and the poor*".

Furthermore, the **objectives, targets and key considerations** of the National Development Plan must find expression in the planning processes, institutional arrangements and resource allocations of each and every Municipality.

The District Municipality aims to achieve these objectives through the **provincialisation** of the NDP through the development of **Mpumalanga Vision 2030** and the relevance of these long term planning instruments for the development of the **2014-19 MTSF**.

8. MONITORING OF THE PROCESS PLAN AND AMENDMENT OF THE FRAMEWORK PLAN

8.1 MONITORING, EVALUATION AND REPORTING OF PROCESS PLANS

- The municipality will be responsible for monitoring its own Process Plan and ensuring that the Framework Programme is being followed as agreed.
- Detailed mechanisms that will be used to monitor each municipality's Process Plan need to be stipulated in the designated Process Plan. Monitoring mechanisms may include bi-monthly progress reports to be submitted to the designated council.
- The IDP Managers Forum must ensure that all municipalities follow their process plans.

8.2 AMENDMENT OF FRAMEWORK PLAN:

In the event of any deviations from the Framework Plan that needs to be considered, the following procedure is adopted:

- i. The municipality must inform the District Municipality, within a reasonable time, on deviations of the Action Programme that affect district wide activities.
- ii. The IDP Managers Forum (IDP Managers acts on behalf of its designated council and steering committee and should consult them on issues of deviations where required) that meets on a monthly basis is responsible to jointly assess progress and make recommendations on amendments to the IDP Steering Committee.
- iii. The IDP Manager Forum must inform the Steering Committee of its recommendations and the Steering Committee has the mandate to decide when and how amendment takes place and can therefore postpone an activity or continue with the agreed programme.

9. CONCLUSION

The Framework Plan is compiled as per district framework as per legislation. A thorough consultation with the district and other local municipalities within the district was conducted before adoption.