



DRAFT IDP PROCESS PLAN 2015/2016

VISION

To be a thriving, well managed, tourist friendly national leader, providing quality services to all inhabitants in a safe and healthy environment.

MISSION

Hibiscus Coast Municipality excels at providing quality services for all, facilitating partnerships and creating an enabling environment for sustainable development

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1. Acronyms

| | | |
|------------|---|---|
| AG | : | Auditor General |
| AIDS | : | Acquired Immune Deficiency Syndrome |
| CBOs | : | Community Based Organizations |
| CDWs | : | Community Development Workers |
| COGTA | : | Department of Cooperative Governance and Traditional Affairs |
| Corp MANCO | : | Corporate Management Committee |
| CS | : | Corporate Services |
| EMP | : | Environmental Management Plan |
| DM | : | District Municipality |
| EXCO | : | Executive Committee |
| IDP | : | Integrated Development Plan |
| IDPRF | : | Integrated Development Planning Representative Forum |
| IT | : | Information Technology |
| HCM | : | Hibiscus Coast Municipality |
| HoD | : | Head of Department |
| HIV | : | Human Immuno Deficiency Virus |
| KPA | : | Key Performance Areas |
| KPI | : | Key Performance Indicators |
| KZN | : | KwaZulu Natal |
| LM | : | Local Municipality |
| MEC | : | Member of Executive Council |
| MIG | : | Municipal Infrastructure Grant |
| MFMA | : | Municipal Finance Management Act, Act No 56 of 2003 |
| MM | : | Municipal Manager |
| MSA | : | Municipal Systems Act ,ActNo. 32 of 2000 |
| NGOs | : | Non-Governmental Organisations |
| MTEF | : | Medium Term Expenditure Framework |
| OPMS | : | Organisational Performance Management Systems |
| SAEF | : | South African Excellence Foundation |
| SDF | : | Spatial Development Framework |
| SDBIP | : | Service Delivery and Budget Implementation Plan |
| SEA | : | Strategic Environmental Assessment |
| SPLUMA | : | Spatial Planning and Land Use Management Act, Act No 16 of 2013 |
| SS | : | Shared Services |

2. INTRODUCTION

The South African Constitution (Section 152 and 153) has given local government (municipalities) major developmental responsibilities which mandates them to conduct municipal planning in order to ensure that the quality of life for all the country's citizens is improved. This role of local government includes delivery of basic services, economic development, promotion of democracy, promotion of accountability and eradication of poverty. To be able to perform this role effectively, municipalities ought to develop an Integrated Development Plan (IDPs) which is a five year strategic planning document that serves as the guiding document for the municipal administration in setting its budget priorities and effectively allocates resources accordingly. The five year Integrated Development Planning (IDP) document is reviewed annually and municipal council agrees on the process that will be followed each year.

The preparation of a Process Plan, which is in essence the IDP Review Process set in writing, requires adoption by Council. This plan has to include the following:

- A programme specifying the time frames for the different planning steps;
- Appropriate mechanisms, processes and procedures for consultation and participation of local communities, organs of state, traditional authorities, and other role players in the IDP review process; and
- Cost estimates for the review process.

A series of community forums, IDP & Budget Road shows, Municipal Indabas, Intergovernmental Relations Forums and strategic planning workshops are held annually with a goal of promoting and laying a platform for massive and inclusive participation. The approach continues to strive in realizing our vision and mission by minimizing the gaps that would be a threat to our democracy and transparency.

The IDP as a strategic plan for the municipal area, provides the opportunity to dissect the municipal shared analysis and planning between the range of stakeholders such as the community, political leadership, administrative leadership, parastatals, organized business and organized interest groups i.e. Community-Based Organizations (CBOs) and Non- governmental Organizations (NGOs) in order to craft a strategy and set the tone for a meaningful development agenda and participatory governance.

3. LEGISLATIVE REQUIREMENTS

In terms of Chapter 5, Section 34 of the Municipal Systems Act, 2000 it requires that all municipalities to annually review and amend its IDP in accordance with an assessment of its performance measurements, Section 41 of the Act requests the inclusion in to the extent that changing circumstances so demand. Section 26 of the Act also describes the Core components of integrated development plans. Section 28 stipulates that the Municipal Council must adopt a process to guide the planning, drafting, adoption and review of its IDP. The Municipal Finance Management Act, No.56 of 2003 (MFMA), Section 21 (1) (b) prescribes that the Mayor must table in the Municipal Council a time schedule outlining the key deadlines for the preparation, tabling and approval of the annual budget, annual review of the IDP as well as the budget related policies and related consultative processes, approval of the annual budget, annual review of the IDP as well as the budget related policies and related consultative processes.

The Process Plan of the District and its Local Municipalities need to be prepared in line with this IDP Review Framework Plan as agreed to by all the Municipalities in the District. The IDP Process Plan provides guidance with respect to the programme of action that has to be followed during the IDP development process. The purpose of this process plan is to identify and detail the elements identified in the Framework Plan and set out the specific time frames in which all activities should be achieved

4. IDP INTENTIONS ARE TO DEAL WITH THE FOLLOWING:

- Effective use of scarce resources
- To speed up delivery
- To help attract additional funds
- To strengthen democracy
- To help overcome the legacy of apartheid
- To promote co-ordination between local, provincial and national government

5. PROCESS PLAN

The Municipal Systems Act requires that the processes set out in writing should be adopted by the Municipal Council to guide the IDP process. Therefore Hibiscus Coast Municipality has embarked on the process of preparing a process plan as a preparatory step towards the IDP Approval and Review for the next five years. The IDP Review process is aimed at addressing the shortfalls to the existing IDP of Hibiscus Coast Municipality. Therefore the process plan guides the management of IDP and the following:

- The distribution of roles and responsibilities in the IDP review process;
- Institutional arrangements for the process;
- Mechanisms and procedures for public participation;
- Action programme with timeframes and resources requirements;
- Mechanisms and procedures for alignment with external stakeholders;
- Relevant binding planning and policies requirements at national and provincial sphere; and
- Cost estimates for the review of the planning process.

6. FRAMEWORK PLAN CONCEPT

The district framework plan is used to integrate and synergise development processes between the Ugu District Municipality and the six Local Municipalities that fall within its area of jurisdiction. The framework plan facilitates communication amongst all stakeholders including all the spheres of government regarding the processing to be followed in IDP preparation. The completion of local municipalities process plan depend on the completion and requirement set by the district framework plan.

The framework plan determines procedures for co-ordination, consultation and alignment of the review process to district and local municipalities, which need to be strengthened. The process plan should be developed and submitted to COGTA for assessment.

7. UGU DISTRICT FRAMEWORK

The table below provides the detailed framework plan for the 2014 / 2015 IDP of the Ugu District Municipality. The action plan is broken up into the 4 quarters of the municipal financial year with activities reflecting being either IDP, PMS or Budget related with budget Estimates.

| FIRST QUARTER | | | | | | | | | | | | | | | | |
|---------------|---|----------------|--------------------|------|---|---|---|--------|---|---|---|-----------|---|---|---|--|
| PHASE | ACTIVITY | RESPONSIBILITY | KEY DEADLINES | JULY | | | | AUGUST | | | | SEPTEMBER | | | | |
| | | | | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | |
| PREPATORY | 1. Drafting of Framework and Process Plan | Manager IDP | July – August 2014 | | | | | | | | | | | | | |
| | 1.1. Submission draft Framework & Process Plan to Cogta for comment | | 31 July 2014 | | | | | | | | | | | | | |
| | 1.2. Submit draft Framework & Process Plan to IDP Steering Committee, IDPRF and EXCO for consideration and recommendation | | 22 August 2014 | | | | | | | | | | | | | |
| | 1.3. Adoption by Council | | 29 August 2014 | | | | | | | | | | | | | |
| | 1.4. Advertise on local news paper for commencement of the IDP review process. | Ugu family | 31 July 2014 | | | | | | | | | | | | | |
| ANALYSIS | 2. Submit Annual Performance Report to AG | PMS Officer | 29 August 2014 | | | | | | | | | | | | | |
| | 3. Evaluate the changed | Manager IDP | Monthly | | | | | | | | | | | | | |

| | | | | | | | | | | | | | | | |
|--------------------|--|------------------------------|-----------------|-------------------|---|---|---|----------|---|---|---|----------|---|---|---|
| | circumstances and conduct socio analysis research | | | | | | | | | | | | | | |
| | 3.1. Review IDP Implementation Plan (by reviewing alignment of objectives strategies and projects against the METF budget) | | | | | | | | | | | | | | |
| | 3.2. Determine funding availability and requirements and all the necessary preparations | | | | | | | | | | | | | | |
| | 3.3. Determine which sector plans need to be reviewed and commence with the process of reviewing thereof | | | | | | | | | | | | | | |
| | 4. Consider MEC Comments | | | | | | | | | | | | | | |
| | 4.1. Action Plan to Address MEC Comments | | | | | | | | | | | | | | |
| | | | | 30 September 2014 | | | | | | | | | | | |
| SECOND QUARTER | | | | | | | | | | | | | | | |
| PHASE | ACTIVITY | RESPONSIBILITY | KEY DEADLINES | OCTOBER | | | | NOVEMBER | | | | DECEMBER | | | |
| | | | | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
| | 5. Submission of the 1st Draft Annual Report to Auditor General. | Senior Manager CS & SS | 29 August 2014 | | | | | | | | | | | | |
| Strategic & Projec | 6. Conduct financial sustainability | General Manager (GM)Treasury | 31 October 2014 | | | | | | | | | | | | |

| Third Quarter | | | | | | | | | | | | | | | | |
|---------------|---|----------------|-------------------------|---------|---|---|---|----------|---|---|---|-------|---|---|---|--|
| PHASE | ACTIVITY | RESPONSIBILITY | KEY DEADLINES | JANUARY | | | | FEBRUARY | | | | MARCH | | | | |
| | | | | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | |
| Integration | 13. Assess financial Feasibility of proposed new projects based on existing and potential funds. (Budget Examination) | GM: Treasury | 21 January 2015 | | | | | | | | | | | | | |
| | 14. Mid-Year Review and submission of report to COGTA Provincial | PMS Officer | 23 January 2015 | | | | | | | | | | | | | |
| | 15. Tabling of Draft Annual Report to Council | PMS Officer | 30 January 2015 | | | | | | | | | | | | | |
| | 16. 1 st draft 2015/16 IDP review | Manager IDP | January – February 2015 | | | | | | | | | | | | | |
| | 16.1. Submit 1st draft IDP review to Steering Committee, IDRF and EXCO for recommendations. | Manager IDP | 13 March 2015 | | | | | | | | | | | | | |
| | 16.2. Submit 1st draft IDP review to Council for adoption | Manager IDP | 31 March 2015 | | | | | | | | | | | | | |
| | 16.3. Submit 1st draft IDP review to province (CoGTA) for | Manager IDP | 27 March 2015 | | | | | | | | | | | | | |

| | assessment. | | | | | | | | | | | | | | | | | | |
|--|--|-------------------------|---------------|-------|---|---|---|-----|---|---|---|------|---|---|---|--|--|--|--|
| | 16.4. Advertise IDP for public comments | Ugu Family | March 2015 | | | | | | | | | | | | | | | | |
| | 17. Tabling of Annual Report to Oversight Committee and adoption | Senior. Manager CS & SS | 31 March 2015 | | | | | | | | | | | | | | | | |
| | 18. Consideration of 2014/2015 Draft Budget by a joint meeting of the Budget Steering Committee and EXCO | GM: Treasury | 20 March 2015 | | | | | | | | | | | | | | | | |
| 19. Tabling of 2014/2015 draft budget to Council | 31 March 2015 | | | | | | | | | | | | | | | | | | |
| FOURTH QUARTER | | | | | | | | | | | | | | | | | | | |
| PHASE | ACTIVITY | RESPONSIBILITY | KEY DEADLINES | APRIL | | | | MAY | | | | JUNE | | | | | | | |
| | | | | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | | | | |
| | 19.1. Publicise tabled budget within 5 days after tabling, on website and the media | GM: Treasury | 03 April 2015 | | | | | | | | | | | | | | | | |
| | 19.2. Send copy of tabled budget to National and Provincial Treasury for comments | | 10 April 2015 | | | | | | | | | | | | | | | | |
| Approval | 20. Ugu Decentralised IDP Assessment Forums | CoGTA | 07 April 2015 | | | | | | | | | | | | | | | | |

[illegible]

8. ROLES AND RESPONSIBILITIES

The Hibiscus Coast Municipality will need to establish a set of organizational arrangements during the IDP process to:

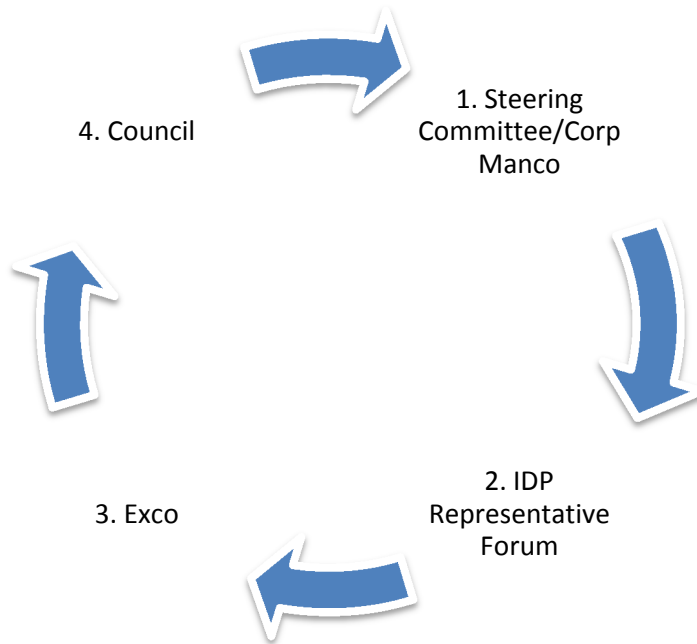
- Institutionalise and enhance the participation process;
- Effectively manage the KPI's and performance indicators;
- Give affected stakeholders access to contribute to the planning and decision – making process; and
- Fully institutionalise the IDP cluster approach to oversee technical aspects

DISTRIBUTION OF ROLES AND RESPONSIBILITIES

| STRUCTURE | TERMS OF REFERENCE |
|--------------------------|---|
| COUNCIL | <ul style="list-style-type: none"> • IDP approval • Budget approval • Policies approval |
| MAYOR | <ul style="list-style-type: none"> • Provides political direction and leadership of the IDP Process • Ensures that the IDP Process Plan and IDP document are submitted to Council for adoption |
| MUNICIPAL MANAGER | <ul style="list-style-type: none"> • Responsible for the management and coordination of the preparation of the IDP and review processes • Chairs the Management Meeting • Responsible for day to day management of the planning process • Ensure that legislative timeframes are adhered to • Ensure that resources are allocated accordingly and are well managed • Facilitate coordination of different role players and ensure horizontal and vertical alignment • Ensure that performance management & evaluations are done on a quarterly basis • Interpret political issues into administrative functions |
| IDP MANAGER | <ul style="list-style-type: none"> • Works closely with the Municipal Manager in ensuring that the Municipal Manager meets the council vision • Coordinate all IDP processes • Ensure alignment and compliance with the legislative framework, IDP guidelines, Sector Departments and with the District. • Responsible for developing the IDP document • Facilitates IDP meetings • Timeously communicates IDP status to relevant committees • Work closely with Ugu's Development Planning Section for guidance, alignment, technical support and methodologies to be used |
| IDP REPRESENTATIVE FORUM | <ul style="list-style-type: none"> • Consult affected and interested groups, communities and organisation/institutions on relevant planning activities and their outcomes • Chaired by Madam Mayor • Negotiate priorities and analyse issues • Make recommendations on planning matters to council • Provide platform for sector departments participation in municipal planning • Chairperson has a right to discipline members who do not participate meaningfully and inform their principals of their unsatisfactory participation. |

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|-------------------------------|---|
| STEERING COMMITTEE/CORP MANCO | <ul style="list-style-type: none"> • Develops terms of reference for various planning activities • Provides guidance on planning matters • Monitors IDP and Review progress on a quarterly basis • Make recommendations to the IDP Representative Forum • Takes decisions on administrative matters in line with legislations, policies and COGTA guidelines • Give strategic direction to IDP preparation and Reviews and provide support to the IDP Manager • Ensures that information is provided to the IDP Manager and communicates IDP issues with staff members ensures that IDP manager does not end up thumb sucking information • Overall management including appointment of consultants • Refers matters to relevant committees for further investigations, research and alignment • Closely monitor and evaluate consultants progress and performance • Consider inputs from all stakeholders and make amendments accordingly |
| IDP CLUSTERS | <ul style="list-style-type: none"> • Provides technical assistance on planning matters • Makes recommendations to the Steering Committee • Provides departmental issues that have influence on planning • Consider inputs from sub-committees • Assist in developing terms of reference for consultants |
| TRADITIONAL LEADERS | <ul style="list-style-type: none"> • Amakhosi / Izinduna work with ward councillors to identify priority developmental issues at ward level • Facilitate community consultation in collaboration with ward councillors • Prioritise level development and intelligence. |

The structures as explained above will inform each other as follows:



9. 2015/2016 IDP EXPECTATIONS

- Proper alignment with neighbouring Municipalities
- Extensive analysis of the SDF
- Amalgamate with Ezingoleni Municipality
- Reflections on service delivery since 1996(20years period)
- Accelerated service delivery and proactive mechanisms
- Budget alignment to the IDP priorities
- Proper alignment to MTEF priorities and KZN 6 priorities
- Proper alignment with Ugu District Municipality

10. FOCUS AREAS OF THE IDP PROCESS 2015/2016

Hibiscus Coast Municipality will focus on the following Key Focus Areas during the IDP development:

- Infrastructure provision and maintenance
- Development and implementation of strategic sector plans
- Good governance and accountability
- Financial viability and value for money
- Spatial planning and environmental planning and development
- Youth development and skills development
- Job creation, economic growth , tourism support and transformation
- Safe and healthy environment
- Knowledgeable communities
- Promoting sports and recreation and cultural diversity

11. ISSUES TO BE ATTENDED TO WHEN FORMULATING THE IDP

For Hibiscus Coast Municipality to achieve consistency, it is critical that the following issues are attended to during IDP formulation process:

- The structure of the adopted 5 year IDP documents for the new elected term of office
- Five National KPA's
- National priorities
- Provincial priorities
- The shortfalls in respect of the previous IDP Review [2012 – 2017]
 - areas that need additional attention in terms of the legislation requirements and local municipality's mandate
 - grey areas identified through IDP Review assessments on the 2013/2014 IDP Review and Draft IDP Review by Provincial MEC
- Vision and mission, priorities, objectives, strategies of Hibiscus Coast Municipality
- Strengthening working relationship with all sector departments and ensuring that sector department participate meaningfully in the IDP Representative Forum and when necessary
- Alignment of IDPs in line with Key Performance Areas (KPAs) and Key Performance Indicators (KPI's) with the South African Excellence Foundation (SAEF), and Performance Management System.
- Implementation of the Organisational Performance Management System
- Preparing and reviewing of Sector Plans

The Ugu District Municipality's Development Planning Unit should play a meaningful role in assisting with building capacity in local municipalities, provide support, and coordinate all planned programmes, projects for the year ahead.

12. MECHANISMS AND PROCEDURES FOR COMMUNITY AND STAKEHOLDER PARTICIPATION

The Municipal Systems Act stipulates that the IDPs should work as a developmental tool within the District, local municipalities and all other stakeholders. Therefore all municipalities have a constitutional mandate to encourage the involvement of community participation organizations in the matters of local government. Communication at municipal level will happen through a highly structured and strategic process. It should be borne in mind that the IDP approach is based on the principle of inclusive and representative consultation and/or participation of all residents, communities, all stakeholders within the Hibiscus Coast Municipality and representatives from all spheres of government and sector departments. Other communication structures that the municipality engages in include:

- **IDP Road show**
The road shows / outreach programmes to get community needs and provide feedback accordingly. Izimbizo meeting are held in November and April of each year to gather community needs and report back on issues raised by the communities. The Izimbizo programme is managed by the Office of the Speaker.

- **Budget road show**
The Mayor presents the proposed budget of the Municipality and takes inputs from the stakeholders.
- Ward committees assist in collection and provision of accurate and reliable information per ward for planning and research purposes. They hold public participation meetings at least once a quarter with respective clusters and submit reports highlighting the progress made to meet cluster needs and projects status quo in line with the SDBIP under review.
- **CDWs**
They provide vital information and support during planning, surveys, evaluation and monitoring through the Representative Forum.
- **Media**
IDP notices (e.g. development and implementation of the IDP, IDP forum meeting invitations and the 21 days public comments) will be posted on the local newspapers. Media houses are invited to the IDP representative forum meetings which are held at quarterly.

13. CLUSTER APPROACH

The rationale behind this approach is to ensure management take full control of the IDP given the recognition of the IDP as the master strategic plan of the municipality. The cluster committee will be led by the Directors looking at strategic position of each department, cross cutting matters, how departments can support and assist each other to fast track and ensure implementation plans.

The IDP clusters are divided into three categories as follows: Good governance, Corporate Services and Finance; Infrastructure, Planning and Economic Development and Community Services and Safety. The clusters will be convened by HCM directors.

Following is a table detailing the different roles played by each cluster.

| Cluster | Good governance, Corporate and Finance Cluster | Infrastructure Planning and Economic Development Cluster | Community Services and Safety Cluster |
|-------------|--|--|--|
| Chair | DPSG | DHSI | HoD: Com Services |
| Deputy | CFO & Corporate Services | DED, DPBC | Sectional manager or IDP Manager |
| Composition | X2 Managers Manager Budget and Finance Manager HIV/Aids Special programmes Officer Occupational Health Officer | X2 Managers Manager Budget and Finance Manager HIV/Aids Special programmes Officer Occupational Health Officer | All departmental managers Manager Budget and Finance Manager HIV/Aids Special programmes Officer Occupational Health Officer |

| | | | |
|--------------------|---|---|---|
| Focus Areas | <ul style="list-style-type: none"> -Good governance and accountability -Effective and efficient governance -Organisational and skills development -Professionalism -Youth development - Sector plans development - Municipal policies -HIV/Aids | <ul style="list-style-type: none"> -Sustainable Infrastructure provision - Infrastructure maintenance plans and strategies -Infrastructure backlog eradication -Sustainable job creation - Economic growth & transformation - Tourism - Sector plans development - Orderly planning - Effective environment management -Rural development -Cohesion and integration -HIV/Aids | <ul style="list-style-type: none"> -Safety and security measures -Effective provision of services Sector plans and strategies development - HIV/Aids -Waste management -Knowledgeable communities - Cultural diversity |
|--------------------|---|---|---|

14. THE DISTRICT'S ROLES AND RESPONSIBILITIES

The District has Role Players in place for different responsibilities. It should be noted that the District's primary responsibility amongst many is to ensure alignment with all its Locals and active participation by external Stake holders. Shown below are responsibilities of each Role Player.

| NO. | ROLE PLAYERS | ROLES AND RESPONSIBILITIES |
|-----|---------------------------|---|
| 1. | Ugu District Municipality | <ul style="list-style-type: none"> • Horizontal alignment of IDP' s between local and the district; • Vertical alignment between district and local municipalities, National, Provincial as well as other district municipalities • Formulate the district process plan based on the district's framework plan; • Formulate, manage and approve districts IDP; • Monitor and evaluate the district IDP process plan; • Ensure that draft process plans are compiled by the local municipalities with Ugu District; • Ensure that the process plans adhere to the framework as agreed; • Ensure that all local municipalities under the district adhere to the timeframes in the framework plan as agreed; • Coordinate the alignment of the district's budget process with the district IDP Process and local IDP processes; • Facilitate vertical alignment of IDP's with other spheres of |

| | | |
|----|---|--|
| | | <p>government and sector departments and the preparation of joint strategy workshops with local municipalities, provincial and national role players and other subject matter specialists;</p> <ul style="list-style-type: none"> • Give financial support in line with its financial policy; • Give institutional support to develop expertise. |
| 2. | Hibiscus Coast Municipality | <ul style="list-style-type: none"> • Guide provincial sector departments participation in their contribution to the municipal planning processes; • Guide departments in assessing draft IDP's and to align their sectoral programmes and budget with the IDP's; • Assist in accessing financial grants for IDP process; • Monitor the progress of the IDP processes through the district and IDP Managers Forum; • Facilitate resolution of disputes related to the IDP; • Organize IDP-related training when required; and • Co-ordinate and manage the MEC's assessments and comments with regards to IDP's. • Orientation of councillors on IDP. |
| 3. | Planner's Forum | <ul style="list-style-type: none"> • Meetings are chaired by the District IDP Manager. • IDP Forums to be held quarterly to: <ul style="list-style-type: none"> - coordinate technical submissions and the compilation of the respective IDP documents - Ensure horizontal alignment between the district and local municipalities IDP's, and - Ensure vertical alignment between the district and local municipalities, National and Provincial spheres. |
| 4. | Department of Local Government and Traditional Affairs | <ul style="list-style-type: none"> • Coordinate participation and cooperation of all other key sector departments. • Monitor and advice the municipalities on the drafting, review and implementation of the IDP. • Ensure that sector department's planning is informed by Hibiscus Coast plans and IDP • Closely monitor sector departments performance in terms of fulfilling their core functions and support Hibiscus Coast |
| 5. | Sector Departments | <ul style="list-style-type: none"> • Identify an IDP Coordinator in the sector departments • 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 and strategies and projects take various IDP's into consideration and adjust their budgets as informed by the various IDP's into consideration and adjust their budget as inform by the various IDP's; |

| | | |
|----|---|---|
| | | <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; Ensure active participation in IDP Representative Forum and Task Teams |
| 6. | Ugu District Development Planning Unit | <ul style="list-style-type: none"> Provide methodological guidance and support to local municipality during the IDP implementation and review and well other planning processes; Support the planning and implementation management process of local municipalities and district municipality Establish and maintain close links with public and private service providers for proper programme alignment in municipal; Provide information to municipalities relevant national and provincial policy and legislation frameworks; Organize/conduct relevant training events for municipalities to build their planning and implementation management capacity; and Liaise with Donors and other state agencies for municipalities to build their planning and implementation management capacity; Render secretarial services to all district communication and sub-committee. |

15. IDP REVIEW PHASES UNPACKED

The first phase of IDP is the analysis phase, and it focuses on the existing or current situation (status quo of an area). The second phase is strategies, which focuses on the objectives and the most appropriate and suitable means of achieving those objectives. The third phase is projects, which is a process of project planning and prioritisation of appropriate projects. The fourth phase is the integration phase, which is a consolidation and screening of proposed projects. The last phase is the Council approval phase.

The following table illustrates the above information.

| NO | REVIEW PHASE | PRODUCT OUTPUT |
|----|-----------------------------|---|
| 1. | Preparation | <ul style="list-style-type: none"> Workshop councillors on IDP Review Completion and adoption of the IDP Review process plan Review of priorities for the elected term of office |
| 2. | Phase 1 – Analysis | <ul style="list-style-type: none"> Understanding of nature/dynamics and causes of these issues; [data collection on basic service status core] Identification of areas of high priority, the not so crucial areas and impediments to development Obtain knowledge from available resources and potentials. Standardization of data/ templates and information systems |
| 3. | Phase 2 – Review Strategies | <ul style="list-style-type: none"> Revision of the municipality's vision, objectives and services delivery strategies; |

| | | |
|----|------------------------------|--|
| | | <ul style="list-style-type: none"> • Identification of feasible and viable projects; • Identification and analyzing alternative options for implementation of projects |
| 4. | Phase 3 – Review of Projects | <ul style="list-style-type: none"> • Checking the feasibility and sustainability of projects • Evaluation and monitoring of the revised projects. |
| 6. | Phase 4 – Integration | <ul style="list-style-type: none"> • Integration of all projects into integrated sector plans and operational strategies and finalization of IDP; • Ensure project prioritisation between HCM and provincial departments • Linkages to the performance management system; • Gives guidance on how to deal with the implications of the capital budget. |
| 7. | Phase 5 – Approval | <ul style="list-style-type: none"> • Amended, adoption of IDP and advertising |

16. IDP ACTION PLAN & TIMEFRAMES

The IDP has an action plan that has timeframes. Each phase has a budget allocated to it as well as deliverables. Responsibilities are assigned per phase to relevant officials Representative Forum and Council.

| IDP PHASE | START | END | DELIVERABLES | RESPONSIBILITY |
|------------------------------|---------------|----------------|--|--|
| Phase one- Analysis | July 2014 | September 2014 | Demographic information in relation to spatial characteristics of HCM (20%) | MM,HOD AND IDP MANAGER |
| Phase 2- Strategies | October 2014 | November 2014 | Clear methods to realise HCM vision (20%) | MM,HOD AND IDP MANAGER |
| Phase 3- Projects | December 2014 | February 2015 | Sustainable projects that will meet the community needs (15%) | MM,HOD,IDP MANAGER,REPRESENTATIVE FORUM,CORPORATE MANAGEMENT |
| Phase 4- Intergration | March 2015 | May 2015 | Proper alignment and intergration from all spheres of Government and other role-players (25%) | MM, HOD AND IDP |
| Phase 5- Approval & Adoption | | May 2015 | Credible IDP 20% | COUNCIL |

17. HIBISCUS ROLE PLAYERS AND TIMELINES

The Municipality has Role players in place to ensure the Process Plan is in line and time frames are adhered to. The purpose of each Role player has been clearly outlined as well as dates when each should be carried on the table below.

| ROLE PLAYER | PURPOSE | DATE |
|--------------------------|--|--|
| CORP MANCO | <ul style="list-style-type: none"> Consider process plan Revision of strategic framework Compilation of preliminary project list Determine if external assistance is required (consultants) Planning of project planning phase, setting up of project teams and determining terms of reference for project teams Review progress made with project plans Screening of all project plans Consider comments and objections received to the revised IDP | <ul style="list-style-type: none"> 4 August 2014 February 2015 02 March 2015 16 March 2015 16 March 2015 16 March 2015 16 March 2015 16 May 2015 |
| EXCO | <ul style="list-style-type: none"> Consideration of process plan Confirmation of key issues and consideration of IDP Cluster Meetings recommendations. Confirmation of resources allocation per key issue. Consider vision statement. Consider IDP prior Council approval | <ul style="list-style-type: none"> 19 August 2014 3 December 2014 03 March 2015 17 March 2015 19 May 2015 |
| Council | <ul style="list-style-type: none"> Consider Draft IDP Process Plan Consider draft IDP Consider public comments Adopt final IDP | <ul style="list-style-type: none"> 26 August 2014 28 March 2015 April 2015 30 May 2015 |
| IDP Representative Forum | <ul style="list-style-type: none"> Input on vision, objectives and strategies Draft Process Plan Situational Analysis Input on priorities and projects Consider and recommend IDP document for council approval | <ul style="list-style-type: none"> 14 November 2014 01 August 2014 14 November 2014 0 May 2015 May 2015 |
| Cogta | <ul style="list-style-type: none"> Alignment of projects and programmes by Sector Departments and Municipalities Date Draft Process Plan submission Date Final Draft Process Plan submitted | <ul style="list-style-type: none"> 20 November 2014 31 July 2014 29 August 2014 |
| Public Participation | <ul style="list-style-type: none"> Community needs Budget | <ul style="list-style-type: none"> November 2014 and April 2015 April 2015 |

- Community consultations and participation

- April 2015

SECTOR PLANS

The following table outlines all the Plans to be reviewed and adopted from various Departments within the Municipality in the 2014/15 financial year.

| RESPONSIBLE DEPARTMENT | PLAN | DATE |
|--|---|--|
| 1. Department of Corporate Services | <ul style="list-style-type: none"> • Employment Equity Plan • IT Business Continuity Plan • IT Governance Framework Review | <ul style="list-style-type: none"> • 30 October 2014 • 30 December 2014 • 30 June 2015 |
| 2. Department of Human Settlement and Infrastructure | <ul style="list-style-type: none"> • 3 year Capital Project Development Plan to be adopted • Reviewal of Housing Sector Plan | <ul style="list-style-type: none"> • 31 December 2014 • 30 June 2015 |
| 3. Department of Community Services | <ul style="list-style-type: none"> • Integrated Public Transport network Plan • Rock Art Operational Plan • KwaXolo Rock Art Caves Phase 2 business Plan • HCM Arts and Crafts market feasibility study and business plan | <ul style="list-style-type: none"> • 31 December 2014 • 31 December 2014 • 30 June 2015 • March 2015 |
| 4. Department of Economic Development, Tourism and Planning | <ul style="list-style-type: none"> • Environmental Management Plan (EMP) • SDF Review • Rural Land Use Management System • | <ul style="list-style-type: none"> • 30 May 2015 • 31 May 2015 • 30 June 2015. |
| 5. Department of Strategic Planning and Governance | <ul style="list-style-type: none"> • Review Risk Management Policy Framework • HIV and AIDS Strategy • Anti-Fraud and corruption Strategy, prevention and response Plan | <ul style="list-style-type: none"> • 31 July 2014 • 30 November 2014 • 31 December 2014 |

18. SCHEDULE OF IDPRF MEETINGS

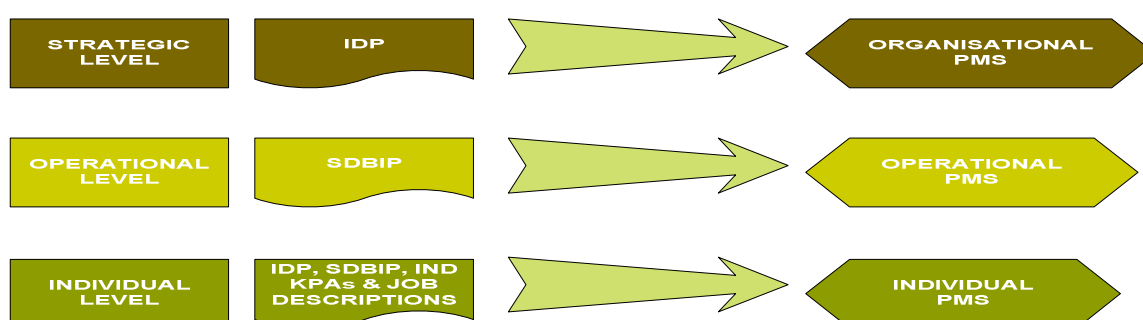
The Hibiscus Coast Municipality IDP RF meetings are scheduled as follows:

| 2014 | | 2015 | | | |
|--------|----------|----------------------|----------------------|----------------------|----------------------|
| August | November | March | May | August | November |
| 1 | 14 | Date to be confirmed | Date to be confirmed | Date to be confirmed | Date to be confirmed |

18.1 ORGANIZATIONAL PERFORMANCE MANAGEMENT SYSTEM (OPMS)

The municipality has developed an Organisational Performance Management System (OPMS) Framework and policy and was adopted by Council. The framework broadly looks at how the organisation can enhance and improve on performance management. The policy details out how the framework will be implemented and how it will be rolled out to all levels of employees. Below is a diagram illustrating the proposed three different levels of performance management.

18.2 Levels of PMS



18.3 PERFORMANCE MANAGEMENT SYSTEM DATES

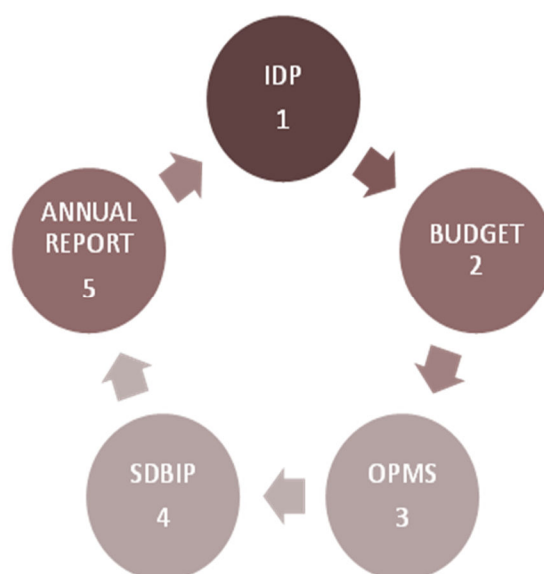
The table below gives an indication of the scheduled dates and events to ensure compliance with the processes relevant to an effective organisational performance management system as per the MSA and the MFMA:

Performance Management System Dates

| PERFORMANCE MANAGEMENT SYSTEMS DATES | |
|--|-------------------------|
| ACTIVITIES | TIMELINE / TARGET DATES |
| Approval of the draft PMS Review 2014/16 | 31 August 2015 |
| Advertise 2015/16 SDBIP | Mid-July 2015 |
| 2013/14 Annual Municipal Performance Report | 31 August 2014 |
| Sect 57 Managers signing of 2014/15 performance agreements | 31 July 2014 |
| SDBIP performance assessment and organisational performance reporting (Jul – Sept) | 23 October 2014 |
| Sect 57 Managers formal mid-year appraisals (Oct - Dec) | 25 January 2015 |
| Mayor tables 2014/15 draft annual report to Council | By 31 January 2016 |
| SDBIP performance assessment and organisational performance reporting (Oct – Dec) | 22 January 2015 |
| SDBIP performance assessment and organisational performance reporting (Jan – Mar) | 23 April 2015 |
| Make public 2014/15 draft annual report and invite community inputs into report | 21 days in Feb 2016 |
| Adoption of 2014/15 Oversight report and Final Annual Report | By 31 March 2016 |
| Internal Audit and Audit Committee review of evaluation reports | Quarterly |

18.4 THE PLANNING CYCLE

Below is an illustration of the planning cycle already in place, starting from the IDP until the development of the annual report.



18.5 2014/2015 PERFORMANCE EVALUATION CALENDAR

The following are scheduled dates for submission of performance evaluation reports and also when the Municipal Manager and Heads of Departments will be making submissions to EXCO regarding the performance of their relevant Departments and the Municipality as a whole:

| Activity | 1 st quarter | 2 nd Quarter | 3 rd Quarter | 4 th Quarter |
|--|-------------------------|-------------------------|-------------------------|-------------------------|
| | October 2014 | January 2015 | April 2015 | July 2015 |
| Submission of report (Departments to PMS unit) | 10 | 10 | 10 | 10 |
| Management evaluation (MM and HoDs) | 15 | 13 | 14 | 14 |
| Quarterly evaluation session with EXCO | 23 | 22 | 23 | 23 |

19. MECHANISMS AND PROCEDURES FOR ALIGNMENT WITH EXTERNAL STAKEHOLDER

While IDP document is a local municipality's process, it requires input and support from other spheres of government. Alignment is the instrument used to synthesize and integrate the top-down and bottom-up approach planning process between all spheres of government.

Firstly the Ugu District Municipality and all the six local municipalities that fall within its area of jurisdiction should be properly aligned. The District Planners Forum is responsible for ensuring alignment between the district and its local municipalities. All forums and committees should be respected and mandate, directives and consequences from them should be taken seriously.

The National and Provincial departments [Department of Cooperative Governance and Traditional Affairs] should also ensure that the IDP's are aligned with the National and Provincial policies and legislations. The Ugu District's Development Planning Unit should provide methodological guidance and support to local and district municipalities throughout all the phases of the Integrated Development Plan Review. The Ugu Development Planning Unit should also liaise with the National Government, Provincial Government, Donors, other and private sector for district and local municipalities funding.

20. COST ESTIMATES

The Hibiscus Coast Municipality's IDP will be developed in-house. R100 000 is budgeted for the running costs of the IDP. Each phase has been allocated a budget and is shown below.

| IDP PHASE | BUDGET |
|----------------------------------|----------|
| Phase One – Analysis | R20 000 |
| Phase Two – Strategies | R20 000 |
| Phase Three – Projects | R20 000 |
| Phase Four – Integration | R20 000 |
| Phase Five – Approval & Adoption | R20 000 |
| TOTAL | R100 000 |

21. CONCLUSION

Hibiscus Coast Municipality has ensured that the focus of the IDP formulation and Budget process as detailed in the document is to improve on the implementation aspect, financial sustainability and clear linkage between the two processes. As a Municipality, the process plan is an attempt to continuously improve and ensure the alignment of the IDP, Budget and PMS take place. The Process Plan has also fully aligned to the District's Framework as per Legislation Requirement, and thus allows a smooth flow. Structures are in place to ensure proper implementation of the process throughout the financial year.

22. CONTACT DETAILS

| | | |
|---------------------------|---|--|
| Mayor | : | Councillor N.C.P. Mqwebu Chairperson of IDP Rep Forum 039 688 2001/2 072 945 8224 mayor@hcm.gov.za |
| Municipal Manager | : | Mr. S.M.Mbili 039 688 2020/1 0827087889 mm@hcm.gov.za |
| Head of Department | : | Mr K.J Zulu 039 6882022 0824504133 khetha.zulu@hcm.gov.za |
| IDP Manager | : | Ms Zanele Ndabezitha 072 7394173 039 6882028 zanele.cele@hcm.gov.za |
| Municipal website | : | www.hcm.gov.za |
| Physical address | : | 10 Connor Street, Port Shepstone |
| Postal Address | : | P.O Box 05, Port Shepstone 4240 |