



Cooperative Governance & Traditional Affairs

Department:
Cooperative Governance and Traditional Affairs
REPUBLIC OF SOUTH AFRICA

Municipality Name: Mantsopa LM

Date: 14 April 2011

The Overview and Purpose of the IDP Analysis

- There will be a common IDP analysis window of 2 weeks, scheduled to take place during April 2010
- The analysis will broadly cover the following important aspects:
 1. Are all issues identified in the TAS covered and integrated in the IDP?
 2. Does the IDP being analysed need to be simplified?
 3. Municipalities must be analysed on basket categories accordingly i.e. High, Medium and Low
 4. Is there a clear commitment by all Sector Departments involved?
 5. MEC comments must be questioned. Was the previous MEC comments taken into account? If so, has the comments materialized into a higher quality IDP?

Does the MEC process add value to the process and in the event of plans not being of a higher quality, then maybe we should make a step towards a more simplified IDP for the municipality in concern. The use of simplified IDP's will allow for sector departments to mobilize funds in a more efficient manner.
 6. Assessors to check whether Water Services Plan, EIA and other plans are outdated? Plans like the Workplace Skills Plan gives insight to capacity related issues. It is important that municipalities should provide a detailed report on what exactly they require from sector plans. The IDP implementation for the past 4 years must be assessed.
 7. The monitoring and evaluation unit and process must be well integrated with the IDP assessments.

Introduction

This Analysis Framework is intended to serve as a tool to guide the crafting, design, improvement and analysis of a credible IDP. Core criteria to demonstrate municipal strategy, vision and compliance with both legislative and policy intent have been crafted to assist the joint planning and analysis process. This Framework is not intended to serve the purpose of a performance measurement tool, but rather as a tool or guide for differential and simplified IDP's.

Key Focal Areas

1. Spatial Considerations
2. Service Delivery and Infrastructure Planning
3. Financial Planning and Budgets
4. LED
5. Good Governance: Public Participation, labour, IGR etc.
6. Institutional Arrangements

A Credible IDP

The Integrated Development Plan must therefore both comply with relevant legislation (see Appendix B) and convey the following:

1. Compliance and adherence to constitutional and policy mandate for developmental local government
2. Awareness by municipality of its role and place in the regional provincial and national context and economy. The Municipality must also show how it would contribute to the fight against poverty, the creation of jobs and improving the quality of lives of its citizens.
3. Awareness by municipality of its own intrinsic characteristics and criteria for success
4. Comprehensive description of the area – the environment and its spatial characteristics including backlogs
5. A clear strategy, based on local developmental needs on a ward-by-ward basis. The IDP must not be a 'wish-list' but subjected to the realities of what can be delivered by the budget over the three to five year horizons.
6. Insights into the trade-offs and commitments that are being made re: economic choices, establishment of SHS, integrated service delivery etc
7. The key deliverables for the next 5 years
8. Clear measurable budget and implementation plans aligned to the SDBIP
9. A monitoring system (OPMS)
10. Determines capacity of municipality
11. Communication, participatory and decision-making mechanisms

12. The degree of intergovernmental action and alignment to government wide priorities.
13. Reporting timeframes and the regulatory periods for reporting
14. Alignment with, and indication of, an aligned organogram
15. Alignment between the SDBIP and the performance contracts of section 57 managers.

A Credible IDP Analysis Framework

KPA 1: Spatial Considerations

The understanding of the economic, physical and social space that the municipality inhabits is the most critical starting point for a credible IDP. For additional reference, some core evaluative criteria for Spatial Development Frameworks may include the following:

- MSA Regulations – assess contents of SDF in terms of the MSA Regulations.
- SDFs should reflect principles of the NSDP and PGDS at district and local levels.
- Does the SDF reflect adequate research into regional natural, demographic realities, the potential for economic activity, and advancing Sustainable Human Settlements?
- Does the SDF provide a basis for the Land Use Management System and an implementation plan?
- Are Infrastructure Projects, including those for Service Delivery, planned on the basis of the SDF?
- Spatial development analysis must be also be targeted to the needs of communities and reflect these needs on a ward-by-ward basis.

Note:

- For B3 – B4 municipalities:
 - The District SDF should be adopted by the Local Municipality
 - Spatial Considerations should be considered but will not determine the municipalities ranking.
- For B1, B2, C1, C2 and metros:
All spatial considerations must be considered in detail

A Credible IDP Analysis Framework

Evidential Criteria / KPIs	Applicable to	Y/N	Comments and Improvement Measure	Who will assist the Municipality?	By when?	Comments expected from Names of officials needs to be added
1. Spatial Considerations						
Legal Compliance 1.1 Is there a council adopted SDF and on what date was it adopted? [If no, a local municipality may adopt the District SDF in the interim]		Yes	IDP has a attached 2010/11 SDF. The SDF was adopted in October 2010.	The consultant to be appointed for the review of the SDF	Within the next prescribed time frame	The consultant
1.2. Does the IDP contain a statement on whether (or not) the SDF needs to be drafted or reviewed?	Mantsopa LM	No	There is no evidence of applicable tools to address environmental challenges in the Municipality; except reference to this tools but they are all not attached. Municipality must develop and include environmental tools such as Air Quality Management Plan; Biodiversity Management Plan; and Waste Management Plan as required by law.	DETEA	Municipality must engage DETEA anytime	Mr. M Walaza

Evidential Criteria / KPIs	Applicable to	Y/N	Comments and Improvement Measure	Who will assist the Municipality?	By when?	Comments expected from Names of officials needs to be added
1.3. Does the IDP contain applicable tools to address environmental challenges (i.e. environmental management framework, integrated waste management plan, air quality management plan, strategic environmental assessment and/or coastal management plan)?		Yes	It is addressed in the document. It includes public open spaces, environmentally sensitive areas, etc	The consultant will provide assistance	Within the prescribed time frame	The consultant responsible
Spatial Rationale 1.4. Are there maps and text that illustrate future investment in settlement and/or rural geographical areas? (I.e. including growth nodes, corridors)		Yes	They are included in the SDF document.	Not applicable	Not applicable	Not applicable
1.5 Does the IDP (and SDF) contain maps and/or text that describe the location of future types of basic service/infrastructure investment per specific localities?		Yes	They are included in the SDF document	Not applicable	Not applicable	Not applicable
1.6 Does the IDP (and SDF) describe the environmental resources in the municipal area that must be managed? (I.e. ecological services / biodiversity / water resources)	Mantsopa	Yes	The IDP provides summary of environmental resources only in the SDF incorporated in the IDP Municipality is encouraged use the Free State Environmental IDP toolkit	DETEA	ASSP	Mr. M Walaza

Evidential Criteria / KPIs	Applicable to	Y/N	Comments and Improvement Measure	Who will assist the Municipality?	By when?	Comments expected from Names of officials needs to be added
1.7 Does the IDP (and SDF) align to the principles of the national (NSDP) and speak to the elements of the respective provincial spatial development framework?		Yes	The SDF is spatially aligned to the NSDP principles and guidelines. It is also included in the IDP	Not applicable	Not applicable	Not applicable
2. Service Delivery and Infrastructure Planning						
2.1: General Questions						
- Has a holistic and comprehensive (all sectors) infrastructure delivery plan been developed to indicate institutional requirements and financial viability of service delivery			PROJECT LIST HAS TO BE CONSOLIDATED INTO ONE CIP.			
- To what extent does the Comprehensive Infrastructure Plan inform the above delivery plan?						
- Does the integrated development plan make provision for infrastructure reticulation and bulk infrastructure for water and sanitation?		YES.				

Evidential Criteria / KPIs	Applicable to	Y/N	Comments and Improvement Measure	Who will assist the Municipality?	By when?	Comments expected from Names of officials needs to be added
a) Infrastructure Investment Planning (IIP) - has the municipality undertaken medium term IIP (3-5 year minimum) to determine affordable and sustainable multi-year infrastructure targets and the capital and operating expenditure to meet those targets?		No.	2013/14 FINANCIAL YEAR IS LEFT OUT.			
b) Does investment planning utilize the MIG grant over the next MTEF?		NO.	NO CIP INCLUDED. THE PROJECT LIST TO BE CONSOLIDATED INTO CIP. 2013/14 FINANCIAL YEAR IS LEFT OUT.			
c) Is there indication of own revenue usage for infrastructure?		YES.				
d) Are other vehicles being used to aid investment in infrastructure. (e.g. private / public sector partnerships,)		YES.				

Evidential Criteria / KPIs	Applicable to	Y/N	Comments and Improvement Measure	Who will assist the Municipality?	By when?	Comments expected from Names of officials needs to be added
e) Other revenue sources (if applicable).		YES.				
2.2 Water						
<ul style="list-style-type: none"> ▪ Is the WSDP <ul style="list-style-type: none"> a) Adopted ? b) has it been reviewed in last year.? 	WSA	No	Mentioned on P130 – information to be expanded to indicate status of WSDP	Ms Petunia Ramunenyiwa; (051) 405 9000 / 082 805 8590; RamunenyiwaP@dwaf.gov.za ; Jean du Plessis, 082-857-9172; jean@pula.co.za		

Evidential Criteria / KPIs	Applicable to	Y/N	Comments and Improvement Measure	Who will assist the Municipality?	By when?	Comments expected from Names of officials needs to be added
<ul style="list-style-type: none"> ▪ Do the IDP reflect knowledge, implementation, strategies and target programmes w.r.t. <ul style="list-style-type: none"> a) Backlogs b) Basic services provision c) Free basic water d) Higher levels of service requirements <ul style="list-style-type: none"> e) Associated services eg. Schools and clinics f) Water for growth and development. 	WSA	Yes	P47 an P67	Ms Petunia Ramunenyiwa; (051) 405 9000 / 082 805 8590; RamunenyiwaP@dwaf.gov.za ; Jean du Plessis, 082-857-9172; jean@pula.co.za		
<ul style="list-style-type: none"> ▪ Did the IDP integrate other sector programme's water requirements and specially address the impact on water planning. <ul style="list-style-type: none"> a) Housing b)Agriculture c)Mining d)Tourism e)Public Works programmes 	WSA	No	No evidence	Ms Petunia Ramunenyiwa; (051) 405 9000 / 082 805 8590; RamunenyiwaP@dwaf.gov.za ; Jean du Plessis, 082-857-9172; jean@pula.co.za		

Evidential Criteria / KPIs	Applicable to	Y/N	Comments and Improvement Measure	Who will assist the Municipality?	By when?	Comments expected from Names of officials needs to be added
- Did the IDP provide a proper project list that addresses all the needs as identified in the future plans and implementation strategies?	WSA	Yes	P133	Ms Petunia Ramunenyiwa; (051) 405 9000 / 082 805 8590; RamunenyiwaP@dwaf.gov.za ; Jean du Plessis, 082-857-9172; jean@pula.co.za		
- Are there approved budgets in the MTEF allocations for all these projects?	WSA	Yes	P133	Ms Petunia Ramunenyiwa; (051) 405 9000 / 082 805 8590; RamunenyiwaP@dwaf.gov.za ; Jean du Plessis, 082-857-9172; jean@pula.co.za		
- Is there a plan and budget for Operations and Maintenance for Water services and infrastructure?	WSA	Yes	P133	Ms Petunia Ramunenyiwa; (051) 405 9000 / 082 805 8590; RamunenyiwaP@dwaf.gov.za ; Jean du Plessis, 082-857-9172; jean@pula.co.za		

Evidential Criteria / KPIs	Applicable to	Y/N	Comments and Improvement Measure	Who will assist the Municipality?	By when?	Comments expected from Names of officials needs to be added
<ul style="list-style-type: none"> - Is the water services programme financially viable w.r.t. Cost recovery, Metering and billing with an associated budget that is ring fenced? 	WSA	No	No evidence	Ms Petunia Ramunenyiwa; (051) 405 9000 / 082 805 8590; RamunenyiwaP@dwaf.gov.za ; Jean du Plessis, 082-857-9172; jean@pula.co.za		
<ul style="list-style-type: none"> ▪ Does the IDP address water resources development w.r.t. demand management, water balance issues and ecological reserve? 	WSA	No	No evidence	Ms Petunia Ramunenyiwa; (051) 405 9000 / 082 805 8590; RamunenyiwaP@dwaf.gov.za ; Jean du Plessis, 082-857-9172; jean@pula.co.za		
<ul style="list-style-type: none"> ▪ Are there specific references to the status of all contracting and licensing issues? 	WSA	No	No evidence	Ms Petunia Ramunenyiwa; (051) 405 9000 / 082 805 8590; RamunenyiwaP@dwaf.gov.za ; Jean du Plessis, 082-857-9172; jean@pula.co.za		

Evidential Criteria / KPIs	Applicable to	Y/N	Comments and Improvement Measure	Who will assist the Municipality?	By when?	Comments expected from Names of officials needs to be added
<ul style="list-style-type: none"> ▪ Does the IDP reflect the status of water quality monitoring w.r.t. drinking water quality, water resources quality and WWTW releases? 	WSA	No	No evidence	Ms Petunia Ramunenyiwa; (051) 405 9000 / 082 805 8590; RamunenyiwaP@dwaf.gov.za ; Jean du Plessis, 082-857-9172; jean@pula.co.za		Dwa Regulation 013 7597317
2.3. Sanitation						
<ul style="list-style-type: none"> ▪ Does the IDP reflect knowledge, implementation, strategies and target programmes w.r.t. <ul style="list-style-type: none"> a) Backlogs b) Basic services provision c) Free basic sanitation d) Higher levels of service requirements e) Associated services eg. Schools and clinics 	WSA	Yes	P47 and P67	Ms Petunia Ramunenyiwa; (051) 405 9000 / 082 805 8590; RamunenyiwaP@dwaf.gov.za ; Jean du Plessis, 082-857-9172; jean@pula.co.za		

Evidential Criteria / KPIs	Applicable to	Y/N	Comments and Improvement Measure	Who will assist the Municipality?	By when?	Comments expected from Names of officials needs to be added
<ul style="list-style-type: none"> ▪ Does the WDSP reflect multi - year projects to address the backlog? 	WSA	Yes	P133	Ms Petunia Ramunenyiwa; (051) 405 9000 / 082 805 8590; RamunenyiwaP@dwaf.gov.za ; Jean du Plessis, 082-857-9172; jean@pula.co.za		
<ul style="list-style-type: none"> ▪ Does the municipality have a sanitation implementation plan put in place? 	WSA	No	No evidence	Ms Petunia Ramunenyiwa; (051) 405 9000 / 082 805 8590; RamunenyiwaP@dwaf.gov.za ; Jean du Plessis, 082-857-9172; jean@pula.co.za	30 th June 2011	No
<ul style="list-style-type: none"> ▪ Does the municipality have the CAPEX Plan which indicates allocation for sanitation for the next three years? 	WSA	No	No evidence and no budget attached	Ms Petunia Ramunenyiwa; (051) 405 9000 / 082 805 8590; RamunenyiwaP@dwaf.gov.za ; Jean du Plessis, 082-857-9172; jean@pula.co.za		
<ul style="list-style-type: none"> ▪ Does the municipality manage (a) waste water treatment? 	WSA	Yes				

Evidential Criteria / KPIs	Applicable to	Y/N	Comments and Improvement Measure	Who will assist the Municipality?	By when?	Comments expected from Names of officials needs to be added
<ul style="list-style-type: none"> ▪ Is there a plan to manage untreated effluent? ▪ Has this Municipality determined the need / extent for basic services, (a) free basic and (b) higher level service? 	WSA	No	No evidence	Ms Petunia Ramunenyiwa; (051) 405 9000 / 082 805 8590; RamunenyiwaP@dwaf.gov.za ; Jean du Plessis, 082-857-9172; jean@pula.co.za		
<ul style="list-style-type: none"> ▪ Is the sanitation service financially viable and is there a budget that is ring fenced? 	WSA	No	No evidence no budget attached	Ms Petunia Ramunenyiwa; (051) 405 9000 / 082 805 8590; RamunenyiwaP@dwaf.gov.za ; Jean du Plessis, 082-857-9172; jean@pula.co.za		
<ul style="list-style-type: none"> ▪ Is the licencing/contractual arrangment i.t.o of (a) WSA, (b) WSP, (c) WWTW working? 	WSA	No	No evidence	Ms Petunia Ramunenyiwa; (051) 405 9000 / 082 805 8590; RamunenyiwaP@dwaf.gov.za ; Jean du Plessis, 082-857-9172; jean@pula.co.za		

Evidential Criteria / KPIs	Applicable to	Y/N	Comments and Improvement Measure	Who will assist the Municipality?	By when?	Comments expected from Names of officials needs to be added
<ul style="list-style-type: none"> - Is there a plan and budget for Operations and Maintenance for sanitation services and infrastructure? 	WSA	No	No evidence	Ms Petunia Ramunenyiwa; (051) 405 9000 / 082 805 8590; RamunenyiwaP@dwaf.gov.za ; Jean du Plessis, 082-857-9172; jean@pula.co.za		
2.4 Human Settlements Housing (Human Settlements)						
<ul style="list-style-type: none"> ▪ Have the housing demand aspects e.g demand data base or waiting list information been determined by the municipality? 		YES.	SECTOR PLAN WITH MAPS TO BE ATTACHED.			
<ul style="list-style-type: none"> ▪ Is the municipality able to address the housing demand challenges highlighted while taking into account the growth trends such as population, economy, etc? 		NO	SECTOR PLAN NOT ATTACHED.			

Evidential Criteria / KPIs	Applicable to	Y/N	Comments and Improvement Measure	Who will assist the Municipality?	By when?	Comments expected from Names of officials needs to be added
<ul style="list-style-type: none"> ▪ Has the municipality indicated an ongoing process for identification of suitable land for housing development? 		YES.				
<ul style="list-style-type: none"> ▪ Has the municipality indicated the nature of service levels on these land parcels through CIP? 		NO.	SECTOR PLAN NOT ATTACHED			
<ul style="list-style-type: none"> ▪ Does the IDP Informal Settlements section align to the Migration Plan of the municipality? 		NO	NO INDICATION or DISCUSSION ON INFORMAL SETTLEMENTS.			
<ul style="list-style-type: none"> ▪ Has the municipality identified current and planned housing projects that are ready for implementation? 		NO				
<ul style="list-style-type: none"> ▪ Has budgetary provision being made for planned housing projects? 			PROVINCIAL COMPETENCY.			
<ul style="list-style-type: none"> - Has the social viability of the settlements been determined/ indicated? 		YES.				
<p>2.5 Roads, Transport and Storm Water</p>						

Evidential Criteria / KPIs	Applicable to	Y/N	Comments and Improvement Measure	Who will assist the Municipality?	By when?	Comments expected from Names of officials needs to be added
<ul style="list-style-type: none"> ▪ Is there a Transport Plan? 	B1/B2/B3/B4			Mr. T Nchaba, PR&T, 0742244677, dlhaming@freetrans.com. za		
<ul style="list-style-type: none"> ▪ Is there a budget to operate and maintain roads and storm water? 	B1/B2/B3/B4			Mr. T Nchaba, PR&T, 0742244677, dlhaming@freetrans.com. za		
<ul style="list-style-type: none"> ▪ Has the municipality determined the extent of need i.t.o roads? 	B1/B2/B3/B4	Yes	P48	Mr. T Nchaba, PR&T, 0742244677, dlhaming@freetrans.com. za		
<ul style="list-style-type: none"> ▪ Has the municipality made provision for non-motorised transport? 	B1/B2/B3/B4	No	No evidence	Mr. T Nchaba, PR&T, 0742244677, dlhaming@freetrans.com. za		
<ul style="list-style-type: none"> ▪ Is there a budget and a plan for the operations and maintenance of all roads? 	B1/B2/B3/B4	No	No evidence no budget available or referred to in the IDP	Mr. T Nchaba, PR&T, 0742244677, dlhaming@freetrans.com. za		
<ul style="list-style-type: none"> ▪ What's the relevant question in terms of storm water? 	B1/B2/B3/B4	N/A				

Evidential Criteria / KPIs	Applicable to	Y/N	Comments and Improvement Measure	Who will assist the Municipality?	By when?	Comments expected from Names of officials needs to be added
<ul style="list-style-type: none"> Is there a budget and plan for integrated roads and transport system (including non-mechanized,)? 	B1/B2/B3/B4	No	No evidence	Mr. T Nchaba, PR&T, 0742244677, dlhaming@freetrans.com.za	DT, Province and DM	
2.6. Waste Management Services						
<ul style="list-style-type: none"> Is the IDP supported by an Integrated Waste Management Plan? 	Mantsopa	No	There is no evidence of the existence of IWMP except the mention of tool as applicable to Municipality Municipality must consider developing the tool as required by law	DETEA	As soon as possible	Mr. Walaza
<ul style="list-style-type: none"> Is the Municipality operating a licensed landfill site? 	Mantsopa		There is no evidence of a licensed landfill site in the IDP; Municipality must ensure that all landfill sites are permitted.	DETEA	As soon as possible	Mr. Walaza
<ul style="list-style-type: none"> Is the Municipality having a waste or refuse removal services? Indicate level of service? 	Mantsopa	Yes	The IDP indicates waste removal services/level of service Municipality must designate a waste management officer as required by law	DETEA	As soon as possible	Mr. M Walaza

Evidential Criteria / KPIs	Applicable to	Y/N	Comments and Improvement Measure	Who will assist the Municipality?	By when?	Comments expected from Names of officials needs to be added
<ul style="list-style-type: none"> ▪ Does the Municipality have a Trade Effluent Policy? 	Mantsopa	No	Municipality must develop IWMP and include the Trade Effluent Policy	DETEA	ASAP	Mr. Walaza
<ul style="list-style-type: none"> - Is there evidence of implementation of sustainable environmental practices for re-cycling, is this service financially viable and is there a budget for Operations and maintenance ring fenced? 	Mantsopa	Partly	<p>The IDP only reflects an intention to establish waste recycling centre but there is no budget attached to it.</p> <p>The Municipality is encouraged to explore recycling of waste to ensure sustainable environmental practices in the Municipality.</p>	DETEA	ASAP	Mr. Walaza
2.7 Environment: Air Quality Management						
<ul style="list-style-type: none"> ▪ Is the IDP supported by an Air Quality Management Plan? 	Mantsopa	No	<p>There is evidence of existence of an Air quality Management Plan</p> <p>Municipality must develop and include Air Quality Management Plan as required by law,</p>	DETEA	ASAP	Mr. Walaza
<ul style="list-style-type: none"> ▪ Is the municipality a licensing authority? 	Mantsopa	No	This function lies with the District	DETEA	ASAP	Mr. Walaza

Evidential Criteria / KPIs	Applicable to	Y/N	Comments and Improvement Measure	Who will assist the Municipality?	By when?	Comments expected from Names of officials needs to be added
<ul style="list-style-type: none"> Is there a budget ring fenced for operations and maintenance and new capital projects? 	Mantsopa	No	Not indicated in the IDP			Mr. Walaza
<ul style="list-style-type: none"> Are these projects viable and sustainable? 	Mantsopa	No	No air quality management projects indicated in the IDP	DETEA	ASAP	Mr. Walaza
2.8 Energy						
<ul style="list-style-type: none"> Has this Municipality determined the need / extent for basic services,(a)free basic and (b) higher level service? 		Yes	P47	Mr. MM Moshondi, DCOGTA, 0796925794, moss@lgh.fs.gov.za		
<ul style="list-style-type: none"> Is there a budget and a plan for providing grid and non-grid energy sources? 		No	No evidence no budget attached or available or referred to in the IDP	Mr. G Oganne, DOE, 0827824635, galonkge.oganne@energy.gov.za		
<ul style="list-style-type: none"> Has the municipal investigated alternative sources and renewable energy 				Mr. G Oganne, DOE, 0827824635, galonkge.oganne@energy.gov.za		

Evidential Criteria / KPIs	Applicable to	Y/N	Comments and Improvement Measure	Who will assist the Municipality?	By when?	Comments expected from Names of officials needs to be added
<ul style="list-style-type: none"> ▪ Is there a budget ring fenced for operations and maintenance and new capital projects? ▪ How far is the Reds Redistribution Policy 		No	No evidence	Mr. G Oganne, DOE, 0827824635, galonkge.oganne@energy.gov.za		
<ul style="list-style-type: none"> ▪ Does the plan make provision for infrastructure reticulation and bulk infrastructure for electricity? 		Yes	P133	Mr. G Oganne, DOE, 0827824635, galonkge.oganne@energy.gov.za		
<ul style="list-style-type: none"> - What provision has been made for upgrading facilities? 		No	No evidence	Mr. G Oganne, DOE, 0827824635, galonkge.oganne@energy.gov.za		
2.9. Public amenities and community facilities						
<ul style="list-style-type: none"> ▪ Has the Municipality determined the extent of need for public facilities and amenities? 		YES.				
<ul style="list-style-type: none"> ▪ Has the municipality done an audit on the community facilities and public amenities? 		YES				

Evidential Criteria / KPIs	Applicable to	Y/N	Comments and Improvement Measure	Who will assist the Municipality?	By when?	Comments expected from Names of officials needs to be added
- Is there a budget ring fenced for operations and maintenance and new capital projects?		NO	O & M BUDGET TO BE INCLUDED.			
General Point In the introductory section, the IDP must point out the kind of responsibilities it has (i.e: that they are a RED or a WSA etc)		NO.	NOT COVERED IN THE IDP.			
3. Financial Planning and Budgets						
The Financial Plan						
Compliance 3.1 Is there a financial plan which includes a budget projection for at least the next three years in line with section 26(h) of MSA?		Y	A financial plan does exist and it covers the next three years.	No assistance needed.		

Evidential Criteria / KPIs	Applicable to	Y/N	Comments and Improvement Measure	Who will assist the Municipality?	By when?	Comments expected from Names of officials needs to be added
3.2 What key financial policies does the municipality have/lack and should consider?		Y	There is a reflection of policies in the IDP document.	KPMG has developed uniform budget related policies that have been distributed to all municipalities in the Free State.		
3.3 In view of the global economic crisis, are there alternative mechanisms being sought to finance investment in infrastructure?			There is no evidence of external source funding.			
Expenditure 3.4 How much of the Municipality's last capital budget was actually spent (as a percentage)			46.2% as at end of March 2011			
3.5 What the extent is of own revenue and grant usage for infrastructure investment?			Capital funding is as follows: MIG – 54%; Own funding – 44%, and Other grant funding – 2%	No assistance needed.		

Evidential Criteria / KPIs	Applicable to	Y/N	Comments and Improvement Measure	Who will assist the Municipality?	By when?	Comments expected from Names of officials needs to be added
3.6 From the questions above, is the 10/11 IDP able to be implemented? (Consider in the context of capacity, external parties etc.)			No, because of the low percentage of Capital expenditure			
3.7 What are some of the major observations that can be made in relation to operating and capital expenditure analysis for 2009/10?			The municipality spent 83.1% of its Operating budget for 2009/10 financial year and 63.6% for the Capital budget.			
3.8 The SDBIP???		N	No SDBIP included in the IDP			
Alignment 3.9 To what extent are there linkages between the IDP and Budget?		Y	The IDP is aligned to the draft budget.			
3.10 Is there a reflection of Provincial and National allocations in the IDP?		Y	There is a reflection of Provincial and National allocations	No assistance needed.		

Evidential Criteria / KPIs	Applicable to	Y/N	Comments and Improvement Measure	Who will assist the Municipality?	By when?	Comments expected from Names of officials needs to be added
The AG 3.11 What were the Audit Opinions for this municipality over the last three years? How does this compare to its counterparts (as a district or LMs within the district)?			2007/08: Qualified 2008/09: Disclaimer 2009/10: Qualified The most part of the district have improved from Disclaimer to Qualified with the DM that has rapidly improved from Disclaimer to an Unqualified Audit opinion.			
3.12 Is there evidence that comments from the AG reports are being given due consideration through adequate corrective measures being put in place?		Y	There is evidence of consideration to comments made by the AG because they have improved from Disclaimer to Qualified.			
General 3.13 What observations can be made in relation to own revenue generation and debt collection analysis?			The municipality was able to collect 85.5% in service charges for 2009/10 FY and 61.2% in 2010/11 as at end of March 2011.			
4. Local Economic Development <ul style="list-style-type: none"> ▪ Can be considered for all municipalities but for 2010, the LED plan must be analyzed to a larger extent in municipalities rated B1 and B2 <ul style="list-style-type: none"> ▪ This strategy will also be important in municipalities rated C1 and C2 						
4.1. Is there a LED strategy/plan developed and is it Council Adopted for DM/LM?		Yes	Did review the LED strategy but it is not part of the IDP			

Evidential Criteria / KPIs	Applicable to	Y/N	Comments and Improvement Measure	Who will assist the Municipality?	By when?	Comments expected from Names of officials needs to be added
4.2. Does the LED strategy consider the linkage of sustainable livelihoods to economic activities						
4.3. How is the LED strategy/plan aligned with the national, provincial and district objectives, including spatial and economic investment choices?						
4.4. How do LED priorities inform the spatial rationale of municipalities?		Yes	Page 102, however, some are not linked to towns			
4.5 Is there a thorough understanding of local economic profile (Comparative and competitive advantages), informed by quality assured statistical and empirical evidence to support the main development thrust of the strategy?		Yes				
4.6. Does the municipality have the capacity to implement the plan/ strategy (e.g. budget, human resource, institutional arrangements)?		No	Did indicate under the objectives that they need to			

Evidential Criteria / KPIs	Applicable to	Y/N	Comments and Improvement Measure	Who will assist the Municipality?	By when?	Comments expected from Names of officials needs to be added
4.7. Is there stakeholder and community involvement on LED activities?		yes				
4.8. Are there clearly identified objectives and strategic priorities with a clear set of indicators, targets and milestones		yes	Page 71			
4.9. Has the municipality set targets and established a database for BBBEE programmes, SMME & cooperative support and EPWP?		Yes	Specific targets were set for SMME and coops.			
4.10. Does the municipality have a business retention, expansion and attraction strategies in their plans/ strategies?		Yes				
5. Good Governance: Public Participation, labour, IGR etc.						
5.1. Is there an IDP Process Plan – Adopted by DMs and LMs?		Yes	Date of the adoption is not indicated in the document			
5.2. Is there a community participation strategy /plan and is there a community accountability plan?		Yes				

Evidential Criteria / KPIs	Applicable to	Y/N	Comments and Improvement Measure	Who will assist the Municipality?	By when?	Comments expected from Names of officials needs to be added
5.3. Does the Municipality show a commitment to community participation in the IDP/ Budget design and Development?		Yes				
5.4. Is there contribution of Ward committees to development priorities in the IDP? Are ward based plans included in the IDP?		Yes	However there are no ward based plans in the IDP			
5.5. Does the Municipality have strategies to involve traditional leaders and their communities in the IDP process if applicable? (DM's only)	N/A					
5.6. Is there an audit committee? Does the audit committee have a framework to audit, regularly the implementation of the IDP?		Yes	There is no evidence of the framework to audit regularly the implementation of IDP. The functions are not streamlined			
5.7 Were the recommendations of the previous years IDP assessments taken into account?		No				

Evidential Criteria / KPIs	Applicable to	Y/N	Comments and Improvement Measure	Who will assist the Municipality?	By when?	Comments expected from Names of officials needs to be added
5.8 <ul style="list-style-type: none"> • Is there an indication of an integrated social cohesion plan within the IDP? • Has the Integrated Social Cohesion Plan been adopted by the council? Is the integrated social cohesion plan alligned to other development frameworks?		No				
Special Groups 5.9 Is there a strategy for HIV and AIDS mainstreaming ?		No				
5.10 Is there special focus to promote people with disabilities?		No				

Evidential Criteria / KPIs	Applicable to	Y/N	Comments and Improvement Measure	Who will assist the Municipality?	By when?	Comments expected from Names of officials needs to be added
5.15 Populations Issues. <ul style="list-style-type: none"> • Is there a population analysis describing population size, shape and composition, distribution and change? • Are sectoral implications of population patterns and trends identified 		Yes				
5.16 Does the analysis reflect population concerns of the municipality? And is there evidence of sectoral plans addressing concerns?		Yes				
5.17 Does the sector plans take local MDGs in consideration?		No				
5.18 Does the plan reflect framework that measures progress on sustainable human development?		No				
5.19 Are there tools to assess the social impact of development interventions at community level?		Yes	Using ward committees and CDW's			

Evidential Criteria / KPIs	Applicable to	Y/N	Comments and Improvement Measure	Who will assist the Municipality?	By when?	Comments expected from Names of officials needs to be added
5.20 Does the plan provide for assessment of the extent of integration and coordination of services?		No				
5.21 Is the organogram and the IDP aligned or vice versa?		Yes				
6. institutional Arrangements						
6.1 Is there a HR Strategy that responds to the long-term development plans of the municipality as reflected in the IDP?		Y	There is no evidence of the HR Strategy although an indication has been made that the Institutional Plan of the municipality will form part of the final IDP			

Evidential Criteria / KPIs	Applicable to	Y/N	Comments and Improvement Measure	Who will assist the Municipality?	By when?	Comments expected from Names of officials needs to be added
<p>6.2 Is there an approved organisational organogram that is aligned to the core business of the municipality?</p> <p>1. Is the structure affordable and sustainable?</p> <ul style="list-style-type: none"> • Are the Vacancies funded or unfunded? • Are there Plans with deadlines to fill the vacancies? 		Y	There is no evidence of an approved organisational organogram although an indication has been made that the Institutional Plan of the municipality will form part of the final IDP			
<p>6.3 Is the organogram and the IDP aligned or vice versa?</p>		Y	There is no evidence of the organogram although an indication has been made that the Institutional Plan of the municipality will form part of the final IDP			
<p>6.3 Is there evidence that the municipality has an employment equity plan?</p>		Y	There is no evidence of the Employment Equity Plan although an indication has been made that the Institutional Plan of the municipality will form part of the final IDP			

Evidential Criteria / KPIs	Applicable to	Y/N	Comments and Improvement Measure	Who will assist the Municipality?	By when?	Comments expected from Names of officials needs to be added
6.4 Does the workplace skill plan respond to the capacity challenges of the municipality?		Y	There is no evidence of the Workplace Skills Plan although an indication has been made that the Institutional Plan of the municipality will form part of the final IDP			
6.5 Does the municipality show evidence that it has a recruitment, training and retention strategy for scarce skills?		Y	There is no evidence although an indication has been made that the Institutional Plan of the municipality will form part of the final IDP			
6.6 Is there evidence of a succession plan especially for key positions?		Y	There is no evidence of a succession plan although an indication has been made that the Institutional Plan of the municipality will form part of the final IDP			
6.7 Is there an Organisational Performance Management Systems (OPMS) and is it aligned with IDP as well as key performance indicators and targets in line with the MSA		Y	It is also linked to the municipal score card			

Evidential Criteria / KPIs	Applicable to	Y/N	Comments and Improvement Measure	Who will assist the Municipality?	By when?	Comments expected from Names of officials needs to be added
6.8 Is there usage of IGR structures to facilitate intergovernmental dialogue with relevant national and provincial sector department?		Y				
6.9 are there an audit action plan to deal with issues raised by the AG.		Y	There is no evidence of a Audit Action plan although an indication has been made that it will form part of the final IDP			
6.10 Is there evidence of efforts aimed at Inter-municipal planning		N	Municipality does not have inter-municipal planning in place			
6.11 Are there measures put in place to address issues raised by the MEC?		Y	Municipality incorporated the IDP framework as provided by COGTA			
7. Disaster Management						
- Is there a project on the development of a Disaster Management plan for the municipality in the IDP?	Local and District Municipality	Y	Disaster management plan is attached. The province will assist with the development and review of disaster management plans.	Me. Sekulisa – Head Provincial Disaster Management Centre Me. M Machogo – Disaster Management Officer: Motheo	By the end of May 2011	Head: Municipal Disaster Management

Evidential Criteria / KPIs	Applicable to	Y/N	Comments and Improvement Measure	Who will assist the Municipality?	By when?	Comments expected from Names of officials needs to be added
- Is the municipality involved in the overall disaster preparedness programmes for 2010-2011?	Local and District Municipality	Y	The municipality has identified disaster preparedness programmes, but it has not indicated how they will be achieved without budget. The province will advise municipality to budget for such programmes.	Me. Sekulisa – Head Provincial Disaster Management Centre Me. M Machogo – Disaster Management Officer: Motheo	By the end of May 2011	Head: Municipal Disaster Management
- Has the municipality identified disaster management institutional arrangement projects in the IDP?	Local and District Municipality	Y	Recruitment of volunteers and establishment of centre have been identified but not budgeted for. The province will advise municipality to budget for such projects.	Me. Sekulisa – Head Provincial Disaster Management Centre Me. M Machogo – Disaster Management Officer: Motheo	By the end of May 2011	Head: Municipal Disaster Management

- Do you have disaster risk assessment projects in the IDP?	Local and District Municipality	N	No disaster risk assessment projects in the IDP. The province will assist with the identification of assessment projects.	Me. Sekulisa – Head Provincial Disaster Management Centre Me. M Machogo – Disaster Management Officer: Motheo	By the end of May 2011	Head: Municipal Disaster Management
- Are there any disaster risk reduction projects in the IDP?	Local and District Municipality	N	No disaster risk reduction projects. The Province will assist with the identification of risk reduction projects.	Me. Sekulisa – Head Provincial Disaster Management Centre Me. M Machogo – Disaster Management Officer: Motheo	By the end of May 2011	Head: Municipal Disaster Management
- Are there any disaster response and recovery projects in the IDP?	Local and District Municipality	N	Disaster response and recovery projects have been identified but not costed. The province will advise with costing of projects.	Me. Sekulisa – Head Provincial Disaster Management Centre Me. M Machogo – Disaster Management Officer: Motheo	By the end of May 2011	Head: Municipal Disaster Management

Evidential Criteria / KPIs	Applicable to	Y/N	Comments and Improvement Measure	Who will assist the Municipality?	By when?	Comments expected from Names of officials needs to be added
Are there disaster management information and communication projects in the IDP?	Local and District Municipality	N	The district municipality has not identified disaster management information and communication projects in the IDP. The province will assist with the identification of such projects.	Me. Sekulisa – Head Provincial Disaster Management Centre Me. M Machogo – Disaster Management Officer: Motheo	By the end of May 2011	Head: Municipal Disaster Management
Are disaster management education, public awareness, training and research projects in the IDP?	Local and District Municipality	Y	Disaster management education, public awareness, training and research projects have been identified but not costed. The province will advise with costing of projects	Me. Sekulisa – Head Provincial Disaster Management Centre Me. M Machogo – Disaster Management Officer: Motheo	By the end of May 2011	Head: Municipal Disaster Management
Are disaster management projects funded in the IDP, if any?						

Evidential Criteria / KPIs	Applicable to	Y/N	Comments and Improvement Measure	Who will assist the Municipality?	By when?	Comments expected from Names of officials needs to be added
Do you have fire management projects in the IDP?	Local and District Municipality	N	Acquisition of fire equipment has been identified but not costed. The province will advise with costing of projects.	Me. Sekulisa – Head Provincial Disaster Management Centre Me. M Machogo – Disaster Management Officer: Motheo	By the end of May 2011	Head: Municipal Disaster Management
Are fire related projects budgeted for and identified in the IDP?						

Appendix A: Processes supporting the crafting of a credible IDP:

1. The conduct of intergovernmental relations

The IGRF Act requires that there are provincial and district intergovernmental forum to promote and facilitate IGR between provinces and local government and district and local municipalities.

The Forums must provide the enabling platform for liaison and decision-making for effective intergovernmental planning.

2. Cooperative governance

The MSA (s3) defines how local government must develop cooperative approaches to governing, resource sharing and solving of disputes within the context of IGR. It is important there is a commitment to these principles in implementing the the IDP.

3. The role of sector departments

The role of sector departments in local delivery must be clearly articulated. This input should come from both national and provincial sector departments. It must reflect awareness by sectors of the strategic focus of the IDP, and the steps taken to support the meeting of targets, or the plan to do so in future.

4. Institutional

Project Consolidate (Use new term as PC no longer exists) intervention areas and Municipal Action Plans (MAPs) should be incorporated into the IDP project plans. Izimbizo issues should have been addressed, as well as issues identified in the 2005 IDP Hearings Reports.

4. Processes, tools and mechanisms

Successful implementation of the IDP relies upon effective IGR, procurement and production processes to deliver projects within timeframes that are sustainable and regionally integrated. It also requires the alignment of capacity and the municipality's organogram with the IDP's strategy and projects.

Appendix B: Supporting documentation for Assessment Teams

Legislation

The RSA Constitution

Municipal Systems Act

Municipal Structures Act

Municipal Public Finance Management Act

Intergovernmental Relations Framework Act

Property Rates Act

Regulations and standards and processes as set out in sector legislation

Policy Documents

MIG Policy

NSDP

PGDS guidelines

PGDS's

Government annual MTSF

State of the Nation Address

Other

Izimbizo Reports

IDPH Panel Reports

National Skills Development Strategy

National LED Framework

Sample of sector strategies

EPWP Guidelines

Asgi-SA presentation

MEDS Strategy W Cape

Provincial organograms

Media articles

Glossary of Terms

ABP: Area Based Plan

BBBEE: Broad Based Black Economic Empowerment

DPW: Department of Public Works

DM: District Municipality

DEAT: Department of Environmental Affairs and Tourism

DLG: Provincial Department of Local Government

DME: Department of Minerals and Energy

DoT: Department of Transport

dplg or the dplg: Department of Provincial and Local Government

dti or the dti: Department of Trade and Industry
DWAF: Department of Water Affairs and Forestry
EPWP: Expanded Public Works Programme
ES: Equitable Share
FBS: Free Basic Services
GIS: Geographic Information System
IDP: Integrated Development Plan
IGR: Intergovernmental Relations
ITP: Integrated Transport Plans
KPA: Key Performance Area
KPI: Key Performance Indicator
MFMA: Municipal Finance Management Act, Act 56 of 2003
MIG: Municipal Infrastructure Grant
MSA: Municipal Systems Act, Act 32 of 2000
NSDP: National Spatial Development Perspective
OPMS: Organisational Performance Management System
OTP: *Office of the Premier*
PGDS: Provincial Growth and Development Strategy
RF: Representative Forum
SDBIP: Service Delivery Budget Implementation Plan
SDF: Spatial Development Framework
SMP: Sector Master Plans
WSDP: Water Services Development Plan