VICTOR KHANYE LOCAL MUNICIPALITY



DRAFT IDP/BUDGET PROCESS PLAN - 2023/24 REVIEW

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SECTION ONE: INTRODUCTION AND BACKGROUND

1.1 Introduction

The Process plan is an organized activity plan that outlines the process of development of the IDP/Budget and Performance. This process plan outlines the manner in which the 2023/24 IDP development and Budget process will be undertaken. It has been prepared in line with the District Framework Plan. Section 153 of the Constitution of the Republic of South Africa provides that a municipality must "structure and manage its administration and planning processes to give priority to the basic needs of the community and to promote the social and economic development of the community".

This constitutional provision illustrates the need for integrating the planning, budgeting, implementation and reporting processes of all public institutions. The integration is done through the IDP of a municipality, which is developed for a five-year period and is reviewed annually. Section 25 of the Municipal Systems Act, No 32 of 2000 states that "Each municipal council must, within a prescribed period after the start of its elected term, adopt a single, inclusive and strategic plan for the development of the municipality".

The IDP, as a municipality's strategic plan, informs Municipal decision-making as well as all the business processes of the Municipality. The IDP must inform the Municipality's financial and institutional planning and most importantly, the drafting of the annual budget. The 2023/24 budget will be developed from the Victor Khanye Priorities, emanating from the analysis phase of the Integrated Development Plan. Strategies will be developed in the context of the identified policy priorities. Out of these strategies will emerge MTREF Operational Plans that will contain departmental performance indicators over the 3 years, with targets estimates and resource allocation.

The IDP and the budget processes are two distinct but integrally linked processes, which must be coordinated to ensure that the IDP and budget related policies and the tabled budget are mutually consistent and credible (Municipal Finance Management Act, 2003; Local Government: Municipal Planning and Performance Management Regulations, 2001 and 2006).

The preparation of IDP process plan is in essence the formulation of the IDP and Budget processes, set out in writing and requires the adoption by Council. Therefore, the purpose of this document is to outline the operational plan (an integrated 'Process plan') for the development of Integrated Development Plan for Victor Khanye Local Municipality. Victor Khanye Local Municipality (VKLM) is required to consult the local community before adopting the process and after adoption of the same process.

Thus, as per the former issue, the draft municipal Process Plans must be presented to the municipal consultation for and special meetings may be held with the identified stakeholders and communities. In terms of the latter matter, communities must be informed of the adoption of the Process Plans, through the available municipal communication channels.

1.2 Purpose

The Municipal Systems Act as promulgated in 2000 describes the various core processes that are essential to realizing a system of developmental local government. These aspects include participative governance, IDP, performance management and reporting, resource allocation an organizational change. These processes are linked into a single cycle at the local level that will align various sectoral initiatives from national and provincial government departments with municipalities own capacities and processes, including alignment with district initiatives.

The preparation and adoption of a Process Plan is provided in terms of the Local Government: Municipal Systems Act, section 28 (1) "each municipal council must, within a prescribed period after the start of its elected term, adopt a process set out in writing to guide the planning, drafting, adoption and review of its integrated development plan". Section 3 further states "A municipality must give notice to the local community of particulars of the process it intends to follow".

Victor Khanye Local Municipality needs to plan, direct and manage its capacity and resources to support the successful implementation of its integrated development planning process and the budget. The reality of limited capacity and resources in Victor Khanye Local Municipality demands innovation and the need for greater intergovernmental cooperation between various spheres of government.

Therefore, the Victor Khanye Local Municipality process plan is a document that describes how the municipality will develop and implement the integrated development plan through budget in its area of jurisdiction. Therefore, it will have a meaningful bearing on the foreseen IDP document once completed and/or most importantly, it must lead to the process of developing an all- inclusive integrated development planning methodology to plan and actualize future development in Victor Khanye Local Municipality through our budgetary allocations.

The process plan is thus similar to business plan and deals with the allocation of municipality capacity and resources in support of and serve as a guideline in terms of which Victor Khanye Local Municipality will carry out its mandate with regard to integrated development planning.

In order to ensure certain minimum quality standards of the IDP process and proper coordination between and within spheres of government, municipalities need to prepare IDP process plan and formulate budget to implement the IDP. A Process Plan is required to include:

- (i) A programme specifying time-frames for the different steps;
- (ii) Outline mechanisms processes and procedures for consultation for the community, organs of state, traditional authorities and role-players in the IDP drafting process;
- (iii) Identify all plans and planning requirements binding on the municipality, and
- (iv) Be consistent with any other matters prescribed by legislation.

- (v) Clear roles and responsibilities for all;
- (vi) Binding plans and planning requirements, i.e. policy and legislation

SECTION TWO: LEGAL PLANNING CONTEXT

2.1 IDP Process Plan/Time Schedule

In accordance with the Municipal Systems Act, Section 28:

- Each municipal council, within a prescribed period after the start of its elected term, must adopt a process set out in writing to guide the planning, drafting, adoption and review of its integrated development plan;
- The municipality must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, consult the local community before adopting the process; and
- A municipality must give notice to the local community of particulars of the process it intends to follow.

Section 29(1) of the Municipal Systems Act prescribes that:

The process must -

- a) be in accordance with a predetermined programme specifying timeframes for the different steps;
- b) through appropriate mechanisms, processes and procedures established in terms of Chapter 4, allow for –
 - the local community to be consulted on its development needs and priorities;
 - ii. the local community to participate in the drafting of the integrated development plan; and
 - iii. organs of state, including traditional authorities, and other role players to be identified and consulted on the drafting of the integrated development plan;
- c) provide for the identification of all plans and planning requirements binding on the municipality in terms of national and provincial legislation; and
- d) be consistent with any other matters that may be prescribed by regulation.

2.2 Integrated Development Plan

The MSA obligates all municipalities to undertake a process of preparing and implementing IDPs.

According to Chapter 5 and Section 25(1) of the Municipal Systems Act.

Each municipal council must, within a prescribed period after the start of its elected term, adopt a single, all-inclusive and strategic plan for the development of the municipality which;

- (a) Links integrates and coordinates plans and considers proposals for the development of the municipality;
- (b) Aligns the resources and capacity of the municipality with the implementation of the plan;
- (c) Complies with the provisions of this Chapter; and
- (d) Is compatible with national and provincial development plans and planning requirements binding on the municipality in terms of legislation.

In terms of Section 32 of the Municipal Systems Act:

A municipal council must

- a) review its Integrated Development Plan
 - (i) annually in accordance with an assessment of its performance measurements in terms of section 41;
- (ii) to the extent that changing circumstances so demand;
- b) may amend its integrated development plan in accordance with a prescribed process.

2.3 The Annual Budget

The Municipal Systems Act, No 32 of 2000 (as amended) and the Municipal Finance Management Act, Act 56 of 2003 confer the responsibility on the Executive mayor to provide political guidance over the budget process and the priorities that must guide the preparation of the annual budgets.

Furthermore, in terms of section 53 of the Municipal Finance Management Act the Executive mayor must also coordinate the annual revision of the Integrated Development Plan in terms of the Municipal Systems Act and the preparation of the annual budget. Thereafter, determine how the integrated development plan is to be taken into account or revised for the purpose of the budget.

The Annual Budget and the IDP are inextricably linked to one another, something that has been formalized through the promulgation of the Municipal Finance Management Act (2003). Chapter 4 and Section 21 (1) of the Municipal Finance Management Act (MFMA) indicate that:

The Mayor of a municipality must-

- a) At least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for-
 - (i) The preparation, tabling and approval of the annual budget;
 - (ii) The annual review of-
 - > The integrated development plan in terms of section 34 of the Municipal Systems Act; and
 - > The budget related policies.
 - (iii) The tabling and adoption of any amendments to the integrated development plan and the budget-related policies; and
 - (iv) The consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii).

2.4 Service Delivery and Budget Implementation Plan (SDBIP)

The Service Delivery and Budget Implementation Plan (SDBIP) is an implementation plan of the approved IDP and Medium-Term Revenue and Expenditure Framework (MTREF). Therefore, only projects that are budgeted for are implemented. The SDBIP serves to address the development objectives as derived from the approved IDP.

Section 1 of the MFMA defines the SDBIP as:

- "a detailed plan approved by the mayor of a municipality in terms of section 53(1)(c)(ii) for implementing the municipality's delivery of services and the execution of its annual budget and which must include (as part of the top-layer) the following:
 - a) projections for each month of
 - i. revenue to be collected, by source; and
 - ii. operational and capital expenditure, by vote;
 - b) service delivery targets and performance indicators for each quarter"

Alignment of the IDP, Budget and Performance Management Processes

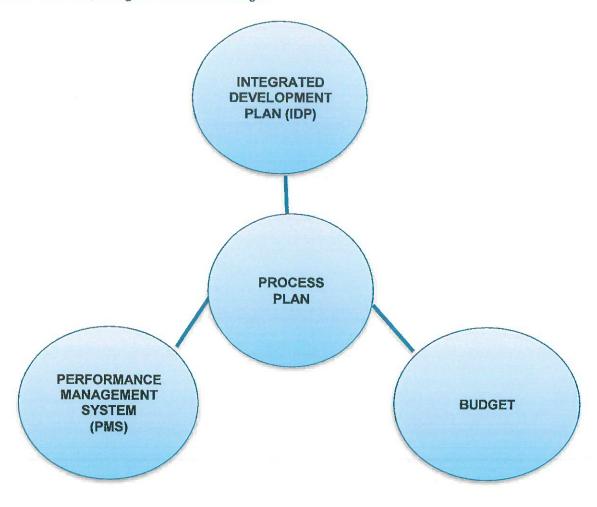
In terms of the Municipal Systems Act, municipalities are required to prepare organizational performance management system that must be linked to the IDP. Tremendous progress has been made with the process of aligning the IDP, Budget and Performance Management System (PMS). All efforts will be made over the 2023/24 cycle to fully link and integrated these three processes largely through the Process Plan.

It should however, be noted that the PMS on its own requires an in-depth process comparable to that of the IDP. Such PMS is tightly linked and guided by the IDP and Budget processes. The PMS process will address the following issues:

- (a) Alignment of the PMS, Budget and IDP processes;
- (b) Implementation of individual performance management system at managerial level.

The IDP, performance management systems (PMS) and budget are all components of one overall development planning and management system. The IDP sets out what the municipality aims to accomplish, how it will do this. The PMS enables the municipality to check to what extent it is achieving its aims. The budget provides the resources that the municipality will use to achieve its aims. As indicated earlier, every effort is made in this process plan to align the IDP and PMS formulation and/or review, and the budget preparation process. The linkages of the three processes are summarized in the following diagram:

Figure 1: The IDP, Budget and MPS Linkages



SECTION THREE: IDP REVIEW PROCESS

Local Government: Municipal Systems Act, Sec 34 provides for the annual review of the IDP in accordance with an assessment of its performance measurements and to the extent that changing circumstances so demand. In order to systematically and procedurally review the IDP, a municipality must, in terms of Section 27 (1) of the same Act, prescribed period after the start of its elected term and after following a consultative process with the local municipalities within its area of jurisdiction, and must adopt a framework for integrated development planning in the area as a whole.

The Process Plan specifies timeframes for the different steps; it must at least cover the following issues:

- (a) Identify plans and planning requirements binding in terms of national and provincial legislation on local municipality;
- (b) Identify matters to be included in the integrated development plans of the district municipality and the local municipality 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 plan.

3.1 Key elements to be addressed in this process

During the IDP and Budget review, process the IDP/Budget Steering Committee under the leadership of the Executive mayor must address service delivery challenges across the municipality. This must be undertaken in conjunction with the task of fulfilling Constitutional mandate and effect strategic partnerships to coordinate development process. The Municipality will pursue the following strategic goals during this IDP review:

- i. To ensure service excellence within and around Victor Khanye Local Municipality;
- ii. To stimulate integrated and sustainable economic development;
- iii. To improve and sustain financial, human resource and management excellence;
- iv. To evolve **institutional excellence** through a thoroughgoing institutional reengineering, effective leadership and effective long range development planning.

3.2 Review

On an annual basis, municipalities are required to review how they have performed against

the pre-determined objectives outlined in the IDP. This is a form of institutional performance review and will inform how the municipality adjusts its focus and operations to meet the targets. If there are minor adjustments, there is no need to formally amend the IDP.

3.3 What the review is not

- (a) The Review is not a replacement of the 5-year IDP; and
- (b) The Review is not meant to interfere with the long-term strategic orientation of the municipality to accommodate new changes and additional demands.

3.4 Amendment

Within the term of office, a municipal IDP may need to be amended when there have been significant unexpected changes within the municipality that require a reorganization of the municipal priorities and budgets. It is noted that IDP amendments should only be required under exceptional circumstances and should not be done without significant justification. The process for amending a municipal IDP is laid out in section 3 of the regulations and is similar to that of adopting a new IDP.

3.5 Details of activities to accomplish outputs

3.5.1 Incorporation of role-players inputs in planning process

In developing the IDP for the newly constituted Council, the Municipality need to assess the impact on the achievement of the IDP development priorities. This includes reviewing the projects and programme and those that are coming from various role-players in different engagements, so that they are linked to MTREF. In this way the Municipality will focus on the implementation for the coming three years, while on the other hand is able to monitor and evaluate implementation progress on those programmes, projects and services.

3.5.2 Review of progress with lessons for the future

The starting point in understanding the current developmental situation is the review of the relevance or fit of the strategies employed to achieve the past and current set goals. Secondly, we need to determine the extent of implementation with regard to projects, programmes and services against IDP plans for the previous years. Some of this can be from secondary data (e.g. previous annual reports).

The review of the organizational performance for the past financial year(s) would provide an opportunity to review progress for the IDP and also assist in making information for the annual report readily available, as well as determining the implications for the future. It is suggested that the two processes are integrated, and a format used which ensures that directorates provide lessons learned and implications for the future, as well as analysis of what they have done. This will build on refining and/or developing section 3.2 as part presentation and discussion, so that directorates are able to come up with coherent recommendations across the Municipality.

3.5.3 Core elements of the IDP preparation

The core elements of the IDP preparation correspond to the core functions of the municipalities as outlined in the Municipal Systems Act and other legislations, including the critical elements that came up during the IDP development and review in the past years. The core components of the integrated development plan are explained below.

In terms of the core components of Integrated Development Plans, Chapter 5 and section 26 of the Municipal Systems Act (2000) indicates that: An integrated development plan must reflect-

- a) The Municipal council's vision for the long-term development of the municipality with special emphasis on the municipality's most critical development and internal transformation needs;
- b) An assessment of the existing level of development in the municipality, which must include an identification of communities, which do not have access to basic Municipal services;
- c) The council's development priorities and objectives for its elected term, including its local economic development aims and its internal transformation needs;
- d) The council's development strategies which must be aligned with any national and provincial sectoral plans and planning requirements binding on the municipality in terms of legislation;
- e) A spatial development framework, which must include the provision of basic guidelines for a land, use management system for the municipality;
- f) The council's operational strategies;
- g) A financial plan, which must include a budget projection for at least the next three years; and
- h) The key performance indicators and performance targets determined in terms of section 41.

3.5.4 Inclusion of new information where necessary

- Addressing areas requiring additional attention in terms of legislative requirements not addressed during the previous years of the IDP Review;
- ii. Alignment of the IDP with newly completed Victor Khanye Local Municipality Statutory Plans;
- iii. Development of the Strategic elements of the IDP;
- iv. The ongoing alignment of the Victor Khanye Local Municipality Performance Management System (PMS), in terms of Chapter 6 of the MSA, with the IDP;

- v. The update of the Financial Plan, the list of projects (both internal and external), and the capital investment framework;
- vi. Incorporate final Ward Projects in term of Medium Term Revenue and Expenditure Framework (MTREF).

SECTION FOUR: IDP REVIEW PHASES

The synchronization of planning activities between district and local municipalities is essential to ensure that the planning activities occur and outputs are available more or less simultaneously so that the joint and complimentary responsibilities of the municipalities can be undertaken for all and by all responsible, at the same time. This approach will avoid duplication of the required joint processes and maximize the use of limited human resource capacities.

The review and implementation of the (2023/24) IDP will comprise of five (5) phases, commencing with Phase 0 to Phase 5 (refer to Table 1 below).

PLANNING PHASE	ACTIVITIES	TIME-FRAME	RESPONSIBLE
Preparation Phase 0	 Preparing and input into the Process Plan, aligning with the District Framework. 	August 2022	IDP/PMS and Public Participation Units
Analysis Phase 1	Keview sector plans and priorities implementation of sector plans recommendations. Keview / amendment of Spatial Development Framework. Keview Socio Economic Analysis. Public participation: Community needs analysis and inputs.	September _ October 2022	All Departments IDP/PMS and Public Participation Units IDP Technical Committee Local Economic Development Unit
	 Review Long Term Financial Plan. IDP needs analysis. 		
Strategies and developmental objectives Phase 2	 Ensure that developmental objectives are realistic. MAYCO and management consider external and internal analysis in line with the strategies around the 5-year development. Priorities and operational strategies (programmes / projects /activities and actions). Formulation and adoption of alternatives. 	October - November 2022	All Departments Executive Management IDP Steering Committee Council

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Projects and	Details of the possible solutions are discussed to determine what is needed (budget, human resource etc).	November	Executive Management
Programme	 Priorities and operational strategies (programmes / projects /activities and actions). 	_ December	Project Management Unit
Phase 3	Projects Discussion on developed project proposals.	2022	Budget and Treasury
			IDP Steering Committee
	/ Identified projects are integrated and budgeted for through		All Departments
	internal meetings.	January _	Senior Management
Integration Phase 4	Intergovernmental alignment – align municipality strategy with national provincial and district municipality development	February	Budget and Treasury
	policies and planning instruments.	2023	IDP Steering Committee
	/ Draft IDP is tabled at Council for annroval	March	
Approval Phase 5	Consultation with the public and stakeholders on the draft	April	IDP/PWS and Public Participation Units
	IDP and Budget.	2023	Council
Adoption	Adoption of final IDP document and budget.	May 2023	Council

4.1 Submission to MEC for Corporative Governance and Traditional Affairs (CoGTA)

In terms of Sec 32 (1)(a) of the Systems Act, "the municipal manager of a municipality must submit a copy of the integrated development plan as adopted by the council of the municipality and any subsequent amendment to the plan, to the MEC for local government in the province within 10 days of the adoption or amendment of the plan". Such a copy must be accompanied by a summary of the process in terms of Sec 28 of the Act, a statement that the process has been complied with, together with any explanations that may be necessary to amplify the statement, and a copy of the Process Plan as adopted in terms of Sec 27 of the Act.

SECTION FIVE: HORIZONTAL AND VERTICAL ALIGNMENT

5.1 Framework / Process Plan

In terms of Chapter 5 and Section 27 of the Municipal Systems Act (2000), districts are required to prepare and adopt a Framework Plan, which indicates how the district and Local Municipalities will align their IDPs. The Framework Plan provides the linkage and binding relationships to be established between the district and local municipalities in the district and in doing so, proper consultation, coordination and alignment of the review process of the district municipality and various local municipalities can be maintained.

5.1.1 Relationship between District Framework/Process Plan/Time Schedule

The table below serves to provide a high - level distinction between the IDP District Framework, IDP Process Plan / Time Schedule adopted in terms of section 21 of the MFMA.

Table 2: Relationship between District Framework, Process Plan and Time Schedule

District Framework	Process Plan	Time Schedule
The district municipality must adopt the District Framework in accordance with section 27 of the MSA within a prescribed period after the start of its elected term. The Framework, amongst others, obligates both the district and the local municipalities in its area on binding legislation, IDP matters that require alignment and procedures for consultation during the process of drafting their respective IDPs.	The IDP Process Plan in accordance with section 28 of the MSA is a process that is set out in writing to guide the planning, drafting, adoption and review of its initial 5-year IDP after the start of Council's elected term. It contain events to be undertaken in the process of developing the actual IDP and supporting IDP processes of the Local municipalities to ensure alignment.	In accordance with section, 21 of the MFMA the Council must adopt a Time Schedule outlining key deadliness for the tabling and adoption of the annual review / amendment of the IDP, any amendments to the IDP and consultative processes that form part of the annual IDP and Budget review.

5.2 Sector Department alignment

This is essential to ensure that the district and local municipalities' priorities are reflected in the different provincial departments' project prioritization process and in turn, that the provincial department's projects are reflected in the IDP. Regular and strategic meetings with the Sector Departments would be required during the different phases of the IDP Review.

5.3 Horizontal / Vertical alignment

This focus on addressing issues at both District and Local municipal levels, while vertical alignment will focus on issues that affect the municipalities from the National and Provincial departments, and other organizations. Planning, therefore, needs to be informed by all stakeholders in order to effectively and efficiently allocate resources. Mechanisms that will ensure alignment of matters between the Nkangala District Municipality and Victor Khanye Local Municipality will be done by way of participating in the District IDP/PMS Forum and the District Public Participation Forum.

5.4 District Development Model

The District Development Model (DDM) is an intergovernmental approach which focuses on the district spaces as IGR impact zones for more effective cooperative planning, budgeting, and execution. The various spheres of government, sectors, and entities cooperate and engage in cooperative planning, budgeting, and implementation procedures, coordinating development efforts at the district level despite each having specific constitutional rights, functions, and responsibilities.

This joint work is expressed through the formulation and implementation of a "One Plan" which is a long-term strategic framework guiding investment, service delivery and development in relation to each of the district and metropolitan spaces. The DDM is aimed at transforming the economy and improving the quality of life of people by enhancing cooperative governance and overall state coherence and performance. It is focused on bringing about fundamental change with the following strategic goals:

- (a) To strategically respond to the socioeconomic effects of COVID-19;
- (b) To encourage new paradigms, solutions, and alternatives; and
- (c) To fundamentally modify the following conditions on the ground:
 - i. People
 - ii. Economy
 - iii. Space
- (d) To foster responsive institutions and change management,
- (e) Increase the country's resilience and prosperity, and
- (f) Integrate a programmatic approach to cooperative governance.

5.4.1 Nkangala District 'One Plan'

To articulate a consistent and predictable government strategy with regard to these strategic goals for the expansion and development of the District space, all three spheres of government co-produce a long-term strategic framework (One Plan) together with relevant stakeholders and communities. The Nkangala District One Plan's goal *inter alia* is to:

- (i) To ensure that the three spheres of government and state entities work collaboratively in an impact-oriented way, and where there is higher performance and accountability for coherent service delivery and development outcomes.
- (ii) To focus on key priorities and implementation of critical high impact projects and programmes in order to accelerate service delivery.
- (iii) To designate the District as an IGR impact zones for more effective joint planning, budgeting and implementation over multi-year planning and electoral cycles.
- (iv) To provide a One Plan Vision Development Strategy that can be linked and aligned to the NDM IDP, local municipalities IDPs and budget processes.

5.5 Intergovernmental Relations (IGR) Structures

The following IGR structures will be utilized to drive the IDP processes in joint planning initiatives with Nkangala District Municipality:

- District IDP/PMS Forum:
- District Public Participation Forum;
- District Coordinating Forum;
- Municipal Managers Forum; and
- Provincial IDP Indaba and Working Group.

5.6 Binding plans, planning requirements and policy on National, Provincial and Local Level

A number of legal and policy documents that impose a range of demands and requirements on the Municipality guide the Integrated Development Planning process. The list below contains some of the most important IDP source documents:

5.6.1 Acts

- i. Constitution of the Republic of South Africa, Act 108 of 1996
- ii. Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) (MSA)
- iii. Local Government: Municipal Structures Act, 117 (Act 117 of 1998) (MSA)
- iv. Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003)

- v. Disaster Management Act, 2002 (Act 57 of 2002)
- vi. Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013)
- vii. The Housing Charter, 1997 (Act 107 of 1997)

5.6.2 Policy Frameworks

The following policy frameworks must be taken into consideration throughout the planning, development, adoption, implementation and Performance Management processes of the municipal IDPs within the Nkangala District Municipality. In addition, policy directives across the spheres of government also need to be considered, namely:

- (a) The State of the Nation Address;
- (b) The State of the Province Address;
- (c) Sustainable Development Goals;
- (d) National Development Plan;
- (e) National Spatial Development Plan (NSDP);
- (f) Sustainable Integrated Human Settlement Master Plan;
- (g) Mpumalanga Industrial Development Plan;
- (h) Provincial Anti-Poverty Strategy;
- (i) Mpumalanga Economic Growth and Development Plan;
- (j) Green Economy Master Plan;
- (k) Mpumalanga Green Economy Development Plan;
- (I) Tourism Growth and Development Strategy;
- (m) Provincial ICT Strategy;
- (n) SMME Provincial Strategy;
- (o) Mpumalanga Forestry Development Plan;
- (p) Provincial Spatial Development Framework; and
- (q) Nkangala 'One Plan' District Development Model (DDM).

5.6.3 Municipal Sector Plan

Environmental Management Plans

- Air Quality Management Plan;
- Local Economic Development Strategy;
- Disaster Management Plan;
- Human Resources Strategy;
- Information Communication Technology Strategy; and
- Performance Management System Framework.

5.6.4 Planning Tools

- (i) Key Performance Areas and targets;
- (ii) IDP District Framework and Process Plan; and
- (iii) Public participation programmes.

5.6.5 The Municipality to also consider the following documents:

- (i) Nkangala District Municipality: Integrated Development Plan;
- (ii) Spatial Development Framework;
- (iii) Existing approved Water Services Plans;
- (iv) Existing approved Disaster Management Plans; and
- (v) One Plan outcomes.

SECTION SIX: ROLES AND RESPONSIBILITIES IN THE IDP PROCESS PLAN

One of the prerequisites of a well-organized IDP process is for all role players to be fully aware of their own as well as other role player's responsibilities. This section deals with the roles, which the municipality has to play in the IDP and Budget processes in relation to the roles which external role players are expected to play.

6.1 Roles and Responsibilities within Government Spheres

Table 3: Roles and Responsibilities within government spheres

ROLE PLAYER	ROLES AND RESPONSIBILITIES
Victor Khanye Local Municipality	 Prepare and adopt the IDP Process Plan. Undertake the overall management and co-ordination of the IDP process which includes ensuring that:
Mumcipanty	 ✓ all relevant role-players are appropriately involved; ✓ appropriate mechanisms and procedures for community

	participation are applied;
	 events are undertaken in accordance with the approved time schedule;
	✓ the IDP relates to the real burning issues in the municipality; and
	✓ the sector planning requirements are satisfied.
	♣ Prepare and adopt the IDP.
	Adjust the IDP in accordance with the MEC's proposal.
	Lensure that the annual business plans, budget, and performance
	management system are linked to and based on the IDP.
	Prepare the IDP District Framework (MSA, Section 27 Framework), as a
	mechanism to ensure alignment and integration between IDP's.
	Ensure alignment of the IDP between the municipality and the district
	municipality (Integrated District and Local Planning).
	♣ Fulfilling a co-ordination and facilitation role in respect of ensuring alignment
Nkangala District Municipality	between district and local planning within the region.
Wullicipanty	 Preparation of joint strategy workshops between municipality, provincial and
	national government.
	 Facilitate engagements and planning sessions on district wide development and service delivery matters.
	- Control and Management and Management
	Planning engagements to share information and best practices.
	Ensure horizontal alignment of the IDP between the municipality and the district municipality.
	Ensuring vertical and sector alignment between provincial sector departments/ provincial strategic plans and the IDP process at the local /
	district level.
	 Guiding the provincial sector departments' participation in and their required contribution to the municipal IDP process; and
Mpumalanga Provincial	Guiding them in assessing draft IDPs and aligning their sector programmes
Government (CoGTA	and budgets with the IDPs.
Department)	Efficient financial management of Provincial IDP grants.
&	Monitor the IDP progress.
	 Provide guidance to municipalities in compiling the IDP.
Mpumalanga Provincial	Coordinate and manage the MEC's assessment of the IDP.
Treasury	Provide IDP related training where required.
	Share best practices in relation to the IDP document content, strategic
	alignment, and spatial mapping.
	 Provincial Treasury must provide views and comments on the draft budget
	and any budget-related policies and documentation for consideration by the
	council when tabling the budget.
	Conduct Medium Term Revenue and Expenditure Framework (MTREF)
	Outdoor Medium Term Nevenue and Experionale Framework (MTREF)

对关于 从表现是	budget and IDP assessment.
National Government	 National Treasury issues guidelines on the manner in which municipal councils should process their annual budgets, including guidelines on the formation of a committee of the council to consider the budget (Section 23(3) of the MFMA). Assessments of IDP, Budget and SDBIP.

6.2 Roles and Responsibilities of Political Office Bearers and Ward Committees

Table 4: Roles and responsibilities of political office bearers and ward committees

ROLE PLAYER	ROLES AND RESPONSIBILITIES
Council	Approve and adopt the process and framework plans, as well as IDP and budget. Monitor the implementation and approve any amendments of the plan when and if required.
Executive Mayor and Mayoral Committee	 Consider the IDP and Budget timetable and Process Plan and submit to Council for approval. The Mayor must at least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for the preparation, tabling and approval of the annual budget, the annual review of the IDP and budget-related policies, the tabling and adoption of any amendments to the IDP and budget-related policies and consultative processes. (MFMA section 21(1)(b)). Overall management, coordination and monitoring of the IDP process. Assign and delegate responsibilities in this regard to the Municipal Manager. Submit the draft IDP to Council for approval. Submit final IDP and Budget to Council for adoption. Provide political guidance in IDP and Budget (in terms of section 53(a) of the MFMA. Exercise close oversight on Budget Preparation Process.
Speaker	a) Overall monitoring of the public participation processes. b) Oversight of the ward committee system.
Ward Councillors	 Form a link between the Municipality and residents. Assist to communicate the IDP process to their respective wards. Play an active role during public consultation and participation. Monitor the implementation of the IDP with respect to their wards. Provide feedback to their communities on the adopted IDP, Budget and SDBIP. Encourage residents to take part in the IDP process.

	Assist the ward Councillors in identifying the challenges and needs of residents.
	Provide a mechanism for discussion and negotiation between the stakeholders within the ward.
	Advise and make recommendations to the ward Councillors on matters and policy affecting the ward.
Ward Committees	Disseminate information in the ward.
	Ensure constructive and harmonious interaction between the Municipality and community.
	Interact with other forums and organizations on matters affecting the ward.
	Draw up a ward plan that offers suggestions on how to improve service delivery in their respective ward.
	Monitor the implementation process concerning its area.

6.3 Roles and Responsibilities of the Administration

Table 5: Roles and Responsibilities of the Administration

ROLE PLAYER	ROLES AND RESPONSIBILITIES
Executive Directors/ Senior Managers/ Managers	 Provide technical, sector and financial information for analysis for determining priority issues, throughout the IDP Budget process. Provide technical expertise in consideration and finalization of strategies and identification of projects. Provide departmental, operational, and capital budgetary information. Preparation of project proposals, integration of projects and secto programmes.
Deputy/Assistant Manager: IDP/Performance Management and Public Participation	 Prepare an IDP process plan and monitor the timeous implementation thereof. Day to day management and coordination of the IDP process. Ensure stakeholder engagement in the IDP process by organizing meetings for engagement. Ensure that the IDP process is participatory and that planning is ward-based oriented. Respond to public and MEC comments on Draft IDP and SDBIP. Compilation of comprehensive and presentable IDP document that complies with all legislative requirements. Amend the IDP document in accordance with the comments of the MEC.
Senior Managers/ Assistant Managers: Budget and Treasury	Responsible for the Management, planning and compilation of Budget. Day to day management and coordination of the Budget process.

SECTION SEVEN: ORGANISATIONAL ARRANGEMENTS

7.1 IDP/Budget Institutional and Management Arrangements

The IDP and Budget formulation process will be guided and undertaken within the following organizational management mechanisms:

- i. IDP/Budget Representative Forum.
- ii. IDP/Budget Steering Committee.
- iii. IDP/Budget Technical Steering Committee.
- Municipal Council is the final decision-making of IDP and will continuously monitor progress of the development and implementation of its IDP;
- v. Councillors will be responsible for linking integrated development planning process to their constituencies/wards;
- vi. MANCO (Management Committee) chaired by the Municipal Manager to drive the administrative part of the process;
- vii. IDP Task Team across directorates, line management level to drive the IDP;

Table 6: IDP/Budget Organizational Arrangements

Members of the Mayoral Committee; Traditional Leaders; Council Speaker Composition: Representative Forum STRUCTURE IDP/Budget

Secretariat: Municipal Manager Chaired By: Executive Mayor

MEMBERS

discussion, negotiation and decision making

Provide an organizational mechanism

TERMS OF REFERENCE

between the stakeholders inclusive of municipal

government

Represent constituency interest in the IDP process,

- Promote coordination and alignment of activities vertically and horizontally
- Information assimilation/dissemination forum.

- Municipal Manager
- Municipal Head of Departments / Designated officials;
- Sector Departments and State Owned Entities;
- Community Policing Forum);
- Advocates for unorganized groups;

FREQUENCY OF MEETINGS: There will be ONE (1) meeting held annually, the meeting will provide feedback and consult stakeholders on the draft approved IDP. Given the COVID - 19 pandemic, other meetings will be conducted on line and the reviewed DP/Budget and PMS process plan times schedule will provide details and dates.

IDP/Budget Technical eathimmoD

MEMBERS

STRUCTURE

38

Serves as the communication mechanism between

TERMS OF REFERENCE

the Municipality and the sector departments

To ensure the validity and technical correctness of

the information presented

Chaired By: Municipal Manager

Secretariat: Assistant Manager: IDP

Composition

- / Municipal Head of Departments / Designated officials;
- Deputy Chief Financial Officer
- Manager: Strategic Support
- Manager: Service Delivery
- Deputy Manager: M and E (PMS)
- Deputy Manager: Water and Sanitation
- ✓ Deputy Manager: Electricity
- Assistant Manager: PMU
- Assistant Manager: LED
- Assistant Manager: Special Programmes
- Assistant Manager: Assets Management

projects in line with community needs and integrate inputs/projects from relevant stakeholders (i.e., private sector, sector departments FREQUENCY OF MEETINGS: There will be TWO (2) meetings held on 2nd 4th quarter, respectively. These meetings will develop etc). Given the COVID - 19 pandemic, other meetings will not be able conducted through Virtual Means of Communications and the eviewed IDP/Budget and PMS process plan times schedule will provide details and dates.

Chaired By: Municipal Manager

Secretariat: Assistant Manager: IDP

Composition:

- Members of the Mayoral Committee;
- ✓ Ward Councillors
- Municipal Head of Departments / Designated officials;
- ✓ Deputy Chief Financial Officer
- ✓ Manager: Strategic Support
- ✓ Manager: Service Delivery
- ✓ Deputy Manager: M and E (PMS)

Septime

IDP/Budget Steering

Assistant Manager: IDP

- Facilitate discussion and resolutions of issues pertinent to specific municipal key focus areas.
- Consider and make recommendations on items submitted.
- Facilitate discussion of pertinent issues affecting governments and stakeholders.
- Determine methodology to be followed in order to meet the deadlines of the process plan.

Commissioning of research studies where

applicable.

- Consider and commenting on inputs from subcommittees, study teams and consultants.
- Consider inputs and commenting from Provincial sector departments and support provides
- Process, summaries and document outputs.
- Conduct an in-depth analysis of all surroundings that affect the planning with the municipality.
- Determine the strength, weakness, opportunities and threats in relation to the key focus area under consideration.
- dentify, invite and engage all stakeholders (sector departments, interest group, municipal officials, NGO's, individuals, etc.) that are relevant to key focus tares under consideration and constitute

- working committee to be chaired by the director.
- respond to the development gaps as outlined in Formulate strategic objectivities, key performance indicators and projects in a manner that will problem statement.
- Commissioning of research studies, formation of study teams, think tanks, and sun committees and consideration of inputs as they come.
- Revise and integrate all sector plans, strategies and policies pertinent to specific municipal key focus areas under consideration.

FREQUENCY OF MEETINGS: There will be THREE (3) meetings held 2nd, 3nd and 4th quarter, respectively. These meetings will ensure integration of projects, budget/funding and alignment of KPAs. Given the COVID - 19 pandemic, other meetings will not be able conducted through Virtual Means of Communications and the reviewed IDP/Budget and PMS process plan times schedule will provide details and dates.

SECTION EIGHT: MECHANISMS FOR PUBLIC PARTICIPATION

8.1 Public Participation

The Victor Khanye Local Municipality will create appropriate mechanisms and procedures as in accordance with Chapter 4 of the MSA for continuous engagement and communication with the local community, stakeholders and interested parties. The Office of the Speaker and the Office of the Municipal Manager facilitates Public Participation.

8.2 Participation/Communication Mechanisms

Depending on whether the public is to be consulted, informed or involved, various forms of participation can be used. The Systems Act (s17) prescribes that the municipality must establish appropriate mechanisms, which take into consideration the special needs of people who cannot read or write people with disabilities, women and other disadvantaged groups.

The municipal website will be the official online platform to publish public participation notices and information on engagements. The Municipality in line with the prescriptions of the Systems Act is thus utilizing the following

- (a) Municipal website;
- (b) Social media;
- (c) SMS Notifications:
- (d) WhatsApp Notifications;
- (e) Email;
- (f) Online/Physical Public Meetings;
- (g) Newsletters; and
- (h) Loud hailing.

8.2.1 Municipal Website

The municipal website will be the official online platform to publish public participation notices and information on engagements.

8.2.2 Social Media

The Victor Khanye Local Municipality have three active social media accounts, WhatsApp groups, Facebook and Twitter. These platforms are primarily used to share municipal information on a regular basis. Said platforms are also used to do marketing campaigns and or to create public awareness around issues pertinent to the business of the municipality.

WhatsApp, Facebook and Twitter will be used to inform residents of the public participation process and the means available to the community, businesses, and stakeholders to participate in the development, review and or amendment of the 1st Generation IDP 2023 – 2027. General information regarding the importance of public participation will be conveyed regularly on social media posts and on the municipal website. In these information pieces, members of the community will be encouraged to participate in the public participation process.

8.2.3 SMS Notifications

The municipality has a vast database of cell phone numbers accumulated over a number of years through its public participation efforts. In addition, the cell phone number on the accounts and complaints database will also be used to inform the local community of the municipality's public participation efforts. Technology has been heralded to connect people to their local government, improve public participation, and hold governments to account.

In a resource-constrained context, existing technologies such as social media and WhatsApp can serve as direct lines between the municipality and the local community and equitably surface the needs of the community; not just those with "inside access" — reinforcing an inclusive and actionable dialogue between the municipality and its residents.

8.2.4 WhatsApp Notifications

In contrast to SMS messaging, WhatsApp messaging is more cost-effective and multi-faceted in its application. It can send location data, messages and large attachments at a fraction of the cost. WhatsApp messaging will also be harnessed to broaden the municipality's reach, especially the rural community within the Victor Khanye Local Municipal area.

8.2.5 Email

Victor Khanye Local Municipality has a vast database of email addresses accumulated over a number of years through its public participation engagements. This database is regularly updated to add additional new email addresses. Emails will be used to keep the community informed about public participation engagements and platforms for engagements.

8.2.7 Virtual Public Meetings and Stakeholder Engagements

New public participation methods have broadened the municipality's ability to reach its community and other stakeholders in a more efficient and effective manner. Therefore, online / hybrid public participation meetings for the respective stakeholders will be used as a platform for public participation engagements.

Public meetings will steal be conducted and attended by ward committee members, other role-players / stakeholders & members of the public, sectoral groupings and IDP Representative Forum as per approved schedule.

SECTION NINE: TIME FRAMES

Following are a summary of the key activities to take place in terms of the IDP Review Process for the 2023-24 IDP mechanisms:

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DATE	30 August 2022	COMMUNITY CONSULTATIVE MEETINGS (FIRST ROUND)	15 September 2022	19 September 2022	20 September 2022	21 September 2022	22 September 2022	27 September 2022	28 September 2022	24 September 2022	25 September 2022	01 October 2022	STAKEHOLDER ENGAGEMENTS	05 October 2022	25 October 2022	12 – 14 January 2023	09 February 2023	21 March 2023	46 Masset 2022
	10h00	T ROUND)	10h00	16h00	16h00	16h00	16h00	16h00	16h00	10h00	10h00	10h00	75	10h00	10h00	To be confirm	10h00	11100	10600

	OND ROUND)	16100		06 April 2023	10 April 2023	11 April 2023 16h00	12 April 2023 16h00	16 April 2023 10h00	15 April 2023	23 April 2023 10h00	STAKEHOLDER ENGAGEMENTS	10h00	14h00	10h00	10h00	00460
	COMMUNITY CONSULTATIVE MEETINGS (SECOND ROUND)	04 April 2023										13 – 14 April 2023	08 May 2023	15 May 2023	25 May 2023	21 June 2023
LDF tabiling to country	COMMUN	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Ward 7	Ward 8	- Ward 9		District IDP/Budget Indaba	IDP Technical Committee	IDP Steering Committee meeting	Adoption of the IDP	State of the Municipal Address

SECTION TEN: CONCLUSION

The said Plan guides the planning, drafting, adoption and review of the integrated development plan. The IDP review process also provides an opportunity for the municipality to debate and agree on a long-term vision for the development of the municipality. After adoption by the municipal council, the said Plan binds the municipality in the exercise of its executive authority.