

VICTOR KHANYE LOCAL MUNICIPALITY



IDP PROCESS PLAN - 2020/21 REVIEW

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1.1 THE STATUS OF AN IDP

In terms of the Act, S25 (1) 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 which, *inter alia*, links, integrates and co-ordinates plans and takes into account proposals for the development of the municipality and aligns the resources and capacity of the municipality with the implementation of the plan. In order to ensure certain minimum quality standards of the IDP process and a proper co-ordination between and within the spheres of government, the preparation of the planning process has been regulated in the MSA. The MSA further provides, *inter alia*, for the core principles, mechanisms and processes that are necessary to enable municipalities to move progressively towards the social and economic upliftment of local communities, to establish a simple and enabling framework for the core processes of planning, performance management, resource mobilization and organizational change which underpin the notion of developmental local government. In terms of S26 of the MSA, the core components of an IDP are:

- 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;
- 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;
- the council's development priorities and objectives for its elected term, including its local economic development aims and its internal transformation needs;
- the council's development strategies which must be aligned with any national or provincial sectoral plans and planning requirements binding on the municipality in terms of legislation;
- a spatial development framework which must include the provision of basic guidelines for a land use management system for the municipality;
- the council's operational strategies;
- applicable disaster management plans;
- a financial plan, which must include a budget projection for at least the next three years; and
- the key performance indicators and performance targets determined in terms of the Performance Management System.

The IDP 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 IDP binds the municipality in the exercise of its executive authority.

1.2 THE IDP AND IGR

The IDP is the key instrument to achieve developmental local governance for decentralised, strategic, participatory, implementation orientated, coordinated and integrated development. Preparing an IDP is not only a legal requirement in terms of the legislation but it is actually the instrument for realising municipalities' major developmental responsibilities to improve the quality of life of citizens. It seeks to speed-up service delivery by securing a buy-in of all relevant role-players and provides government departments and other social partners with a clear framework of the municipality's development trajectory to harness implementation efforts.

Integrated development planning also promotes intergovernmental co-ordination by facilitating a system of communication and co-ordination between local, provincial and national spheres of government. Local development priorities, identified in the IDP process, constitute the backbone of the local governments' budgets, plans, strategies and implementation activities. Hence, the IDP forms the policy framework on which service delivery, infrastructure development, economic growth, social development, environmental sustainability and poverty alleviation rests. The IDP therefore becomes a local expression of the government's plan of action as it informs and is informed by the strategic development plans at national and provincial spheres of government.

1.3 THE IDP REVIEW PROCESS

S34 of the MSA 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 S27 (1) of the Act, within a prescribed period after the start of its elected term and after following a consultative process with the local municipalities within its area of jurisdiction, 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.

Section 29 of the MSA goes further to entrench a cooperative relationship between the District and local municipalities within the District's area of jurisdiction. It must be noted that in terms of Section 29 (2) (a) a district municipality must plan integrated development for the area of the district municipality a whole...considering the inputs and proposals made by local municipalities. Similarly, a local municipality must align its IDP processes with the District Framework Plan.

Subsequent to the adoption of the District Framework Plan, a local municipality must prepare and adopt a Process Plan to guide the planning, drafting, adoption and review of its integrated development plan. The Process Plan, as anticipated in Section 28 of the Systems Act, must be 'set out in writing'. The Process Plan should seek to provide a mechanism that ensures certain minimum quality standards of the IDP process and a proper coordination between and within the spheres of government. The adopted Process Plan binds the local municipality. The Process Plan of a local municipality must be informed by the District Framework Plan.

The process followed by a municipality to draft its integrated development plan, including its consideration and adoption of the draft plan must in terms of S29 (1):

- 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:
 - i. 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.

The Process Plans of municipalities must include, inter alia:

- A program specifying the timeframes for the different planning steps;

- Appropriate mechanisms, processes and procedures for consultation and participation of local communities, organs of state, traditional authorities and other role-players in the IDP drafting process; and
- The identification of all plans and planning requirements binding on the municipality in terms of National and Provincial legislation

Victor Khanye Local Municipality (VKLM) is required to consult the local community before adopting the process and after adoption of the process sub-Section 3 stipulates that a municipality must give notice to the local community of particulars of the process it intends to follow. Thus, as per the former issue the draft municipal Process Plans must be presented to the municipal consultation for and special meetings may also 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.

1.5 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 (2017/18 -2020/21) IDPs will comprise of five (5) phases, commencing with Phase 0 to Phase 5 (refer to figure 1 below).

PREPARATORY PHASE: Before starting the planning process, an IDP Process Plan must be drawn up. This plan is meant to ensure the proper management of the planning process. The Plan must be set out in writing in terms of the legislation and must comply with the provisions of the District Framework Plan in terms of the binding National and Provincial Planning Frameworks, mechanisms and processes stipulated in the Framework Plan of the District.

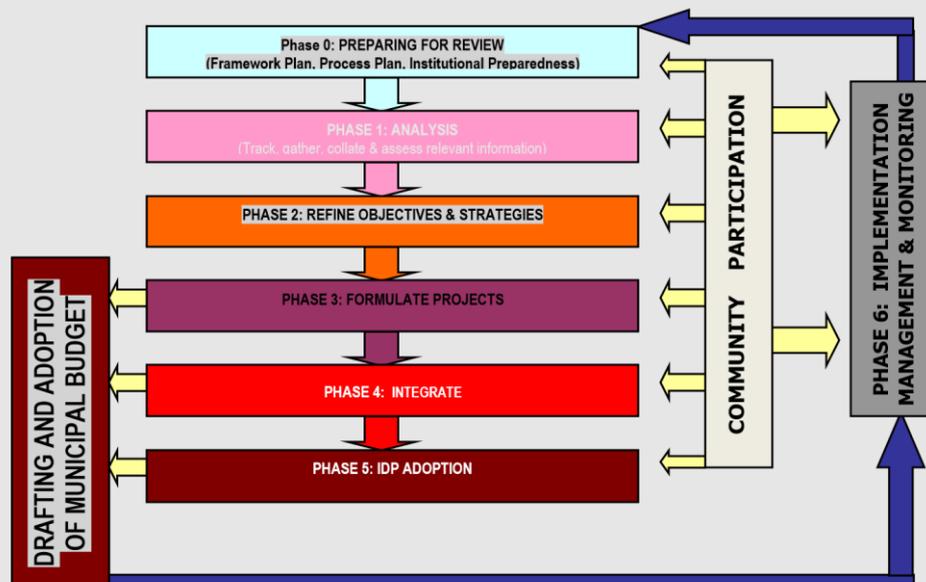


Figure 1: IDP review and budgeting process

ANALYSIS PHASE: During this phase information is collected on the existing conditions within the municipality. When assessing the existing level of development in the municipality, the level of access to basic services and those communities that do not have access to these services must be identified. Focus must be on the types of problems faced by community in the area and the causes of these problems. The identified problems are assessed and prioritized in terms of what is urgent and what needs to be done first. Information on availability of resources is also collected during this phase. Priority issues highlighted during the 2018/19 IDP processes will also be revised and confirmed during this phase. Community meetings, stakeholder meetings, surveys, opinion polls and researched information should form the basis of this phase. This phase should be completed by October 2018.

STRATEGIES PHASE: The Municipality must begin to contemplate on the best possible strategies to tackle the identified challenges. Critical in this process in order to ensure a focused analysis, the municipal vision must be confirmed and development objectives containing clear statements of what the municipality would like to achieve in the medium term to deal with the problems outlined in the first phase. Internal transformation needs and council’s development priorities must be taken into account when formulating council objectives. This process should involve strategy workshops, targeted stakeholder engagements, public hearings, sector Provincial and National Departments engagements, social partners, interest-based groups and organized civil society.

Once the municipality has worked out where it wants to go and what it needs to do to get there, it needs to work out how to get there. Development strategies must then be developed focusing on

finding the best way for the municipality to meet a development objective. Once the municipality has identified the best methods and strategies to achieving its development objectives identification of specific projects must commence. This phase should be completed by November 2018.

PROJECTS PHASE: During this phase the municipality works on the designs and content/specifications of projects identified during the prior phases. Clear details for each project have to be worked out. Clear targets must be set and indicators worked out to measure performance as well as the impact of individual programmes and projects. The identified projects must have a direct link to the priority issues and objectives identified in the previous phase. Municipalities must ensure engagement of internal technical committees, possibly with selected key stakeholders. The needs and views of the affected communities must be taken as a priority. The project technical committees and their subcommittees must be able to distinguish between the strategic municipal wide development programmes and the localized community-level projects. This phase should be completed by December 2018.

INTEGRATION PHASE: Once all projects have been identified, the municipality must confirm that the identified projects will achieve the desired impact in terms of addressing the identified challenges and are aligned with the objectives and strategies and comply with legislation. The identified programmes/projects will set the pace and direct the trajectory emanating from the overall picture of the development plans of all the stakeholders, including sector departments and social partners.

During this period, Provincial Sector Departments will have finalized their draft strategic plans. Public discussion, community engagement and opportunities for comments from residents and interested stakeholder organisation must be facilitated and appropriate mechanisms should be in place and be institutionalised. Towards the completion of this phase the municipality must also conduct IDP INDABA engagements to confirm the chosen development trajectory with all the stakeholders.

This process should continue concurrently with the commenting period in terms of S15 (3) of the Municipal Planning and Performance Management Regulations, GOVERNMENT GAZETTE, No. R. 796 which require that a municipality must afford the local community at least 21 days to comment on the final draft of its integrated development plan before the plan is submitted to the council for adoption.

In terms of S30 of the MSA, the executive committee or executive mayor of a municipality must, *inter alia*, in accordance with S29 of the MSA, submit the draft plan to the municipal council for consideration by the council before council adoption on the 29 of January 2019 and in order to publish the adopted IDP for the public comment on or before 31 January 2019. The tabling of the draft IDP by the municipal council will be a precondition for the advertisement of the draft IDPs for

2019/20 financial year in order to, *inter alia*, improves transparency and accountability between the council and the communities. Thus the municipality must present the draft IDPs for 2019/20 financial year.

ADOPTION PHASE: After consulting and receiving public comments the Municipality must adopt their final IDP for 2019/20 financial year by the 26 of March 2019 to enable the District to adopt it's 2019/20 IDP by the 31st of March 2019. In terms of S36 of the MSA, a municipality must give effect to its IDP and must conduct its affairs in a manner which is consistent with its integrated development plan. The budget of the municipality must be informed by the adopted IDP. The public must be informed of the adoption of the reviewed Integrated Development Plan by notice in a newspaper circulating in by placing the notice in official notice boards in terms of Section 25 (4) of the Act. It is critical to note that in terms of S25 (4) (b) of the Act municipalities must after adoption of the IDP publicise a summary of the Plan.

1.4 SUBMISSION TO MEC FOR LOCAL GOVERNMENT

In terms of S32 (1)(a) of the MSA, 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 S28, 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 S27 of the Act.

2. ORGANIZATIONAL ARRANGEMENTS AND ROLES AND RESPONSIBILITIES

2.1 IDP STRUCTURES

The IDP preparation process requires an intensive consultation and participation of communities, all role-players and key stakeholders in order to achieve shared understanding of the municipal development trajectory and alignment. Although municipalities are expected to establish participation structures, it will however be critical to consider utilising existing arrangements, and adapt them if necessary, and avoid duplication of mechanisms.

The following consultative structures are recommended:

- **IDP Forum**
- **IDP Technical Committee**

- **IDP Steering Committee**

The composition and proposed terms of reference for these structures is briefly outlined in table 1 below. The terms of reference outlined below may only be used as guidelines and the scope may vary depending on the municipal circumstances. Table 1 summarizes the distribution of roles and responsibilities.

Table 1: Composition and proposed terms of reference for IDP structures

Structure	Description	Composition	Terms of reference
IDP Forum	This is a political structure which institutionalizes and guarantees representative participation in the IDP Processes	<p>Chaired by the Executive Mayor. Comprises of:</p> <ul style="list-style-type: none"> ▪ Executive Mayor ▪ Members of the Mayoral Committee ▪ Representatives of all political parties within Council ▪ Municipal Manager ▪ Senior municipal officials (Directors & level 1-3 Managers) ▪ Sector Departmental HODs and planners. ▪ Traditional leadership ▪ Councillors and Ward Committee Members ▪ Business ▪ Labour ▪ Parastatals ▪ Civil society and individuals 	<ul style="list-style-type: none"> ▪ Provide an organisational mechanism for discussion, negotiation and decision making between the stakeholders inclusive of municipal government ▪ Represent constituency interest in the IDP process ▪ Participate in the process of setting and monitoring “key performance indicators” ▪ Promote coordination and alignment of activities vertically and horizontally ▪ Information assimilation/dissemination forum
IDP Technical Committee	This is an inclusive technical committee involving the municipalities and sector depart	<p>Chaired by the Municipal Manager Comprises of:</p> <ul style="list-style-type: none"> ▪ Chairpersons of IDP Working Groups/ Municipal HODs ▪ IDP Managers/coordinator 	<ul style="list-style-type: none"> ▪ Serves as the communication mechanism between the Municipality and the sector departments ▪ To ensure the validity and technical correctness of the information presented ▪ To serve as the mechanism through which consultation and coordination with provincial departments and other external parties e.g. parastatals will take place ▪ To facilitate the integration of the policies, objectives, strategies and projects ▪ Discussions/commenting on inputs from consultants or other specialists

Structure	Description	Composition	Terms of reference
			<ul style="list-style-type: none"> ▪ Comment on technical aspects of sector plans ▪ Information assimilation and dissemination on regional development planning issues

IDP steering committee	<p>These are working groups to be established in terms of the municipal Key Focus Areas so as to harness the strategic and Implementation oriented nature of the IDP.</p>	<p>Chaired by the relevant director from the Directorates responsible for the key focus area under consideration:</p> <p>Comprises of:</p> <ul style="list-style-type: none"> ▪ Municipal officials/level 1-3 Managers (Mandatory) ▪ Sector departments HOD's/planners ▪ Business ▪ Civil society ▪ Interested groups. 	<ul style="list-style-type: none"> ▪ 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 sub-committees , 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 surrounding that affect the planning with the municipality and ▪ Determine the strength, weakness, opportunities and threats in relation to the key focus area under consideration. ▪ Identify, invite and engage all stakeholders (sector departments, interest group, municipal officials, NGO's, individuals, etc.) that are relevant to key focus tares under
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			<p>Consideration and constitute working committee to be chaired by the director.</p> <ul style="list-style-type: none">▪ Formulate strategic objectivities, key performance indicators and projects in a manner that will respond to the development gaps as outlined in 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.
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2.2 INTERNAL DISTRIBUTION OF ROLES AND RESPONSIBILITIES WITHIN THE MUNICIPALITY

It will be critical that the distribution of roles and responsibilities within the municipality are clearly outlined. The summary of the roles and responsibilities of the external and internal role players is as follows.

Municipal Council

- Consider and adopt Framework Plan in the case of a District and a Process Plan in the case of municipalities;
- Consider, adopt and approve the IDP;
- Council must approve the budget before the start of the financial year;
- Council to approve adjustment budget;
- To ensure that the adopted IDP and Budget address key priority needs of communities as identified in the IDP processes
- To deal with the annual Report within nine months after the end of the financial year

Executive Mayor

- Consider and make recommendations on the Framework and Process Plan;
- Be responsible for the overall management, co-ordination and monitoring of the process and drafting of the IDP, or delegate this function to the Municipal Manager;
- Consult and identify community priority needs through IDP processes
- Approve Service Delivery and Budget Implementation Plan
- Table budget to Council at least 90 days before the start of the financial year.
- Table process plan budget timetable to Council 10 months before the start of the new financial year.
- Submit to Council an annual report within 7 months after the end of the financial year.
- Preside on the sitting of the IDP forum.

Councillors

- Major link between the municipal government and the residents.
- Link the planning process to their constituencies and/or wards;
- Be responsible for facilitating the organisation of public consultation and participation;
- Ensure the municipal IDP and municipal budget are linked to and based on priorities needs of their constituencies.

Municipal Manager

- Manage and co-ordinate the IDP processes.
- Prepare the Process Plan (in case of the District) and Process Plan;
- Undertake the overall management and co-ordination of the
- planning process;
- Ensure that all relevant actors are appropriately involved,
- Delegate persons in charge of different roles;
- Be responsible for the day- to-day management of the drafting process, implementation and monitoring;
- Ensure that the planning process is participatory, strategic and implementation orientated and is aligned with and satisfies sector planning requirements;
- Respond to comments on the draft IDP and budget from the public,
- Ensure preparation of IDP and Budget for Council to approve, after following the prescribed processes
- Horizontal alignment and other spheres of government to the satisfaction of the municipal council;
- Amend the IDP in accordance with the MEC for Local Government's proposals after following the prescribed processes.
- May delegate some of these functions to an IDP Manager in the office of the Municipal Manager is still responsible and accountable

Heads of Departments and Officials

- To be fully involved in the planning processes

- To provide relevant technical, sector and financial information for analysis for determining priority issues;
- To contribute technical expertise in the consideration and finalisation of strategies and identification of projects;
- To provide departmental operational and capital budgetary information;
- To be responsible for the preparation of project proposals, the integration of projects and sector programmes;
- To be responsible for preparing amendments of municipal sector plans and strategies
- To be responsible for providing technical information during strategic working workshops and engagements

2.3 Sector Plans and strategies

Beyond the core components of an IDP, as legislated by the Municipal Systems Act, Victor Khanye Local Municipality recognised the need to develop and /or review strategies, policies and plans which seek to deal with specific issues that will facilitate a progressive realisation of the desired developmental trajectory of the Municipality.

Following are the Plans and Strategies:

- Local Economic Development Strategy
- Environmental Strategy
- Environmental Management Policy
- Water Service Plan
- Integrated Waste Management Plan
- Disaster Management Framework
- Community Participation strategy
- Human Resource Development Strategy
- Infrastructure Investment / Maintenance Plan
- Spatial Development Framework

3. AMMENDMENT OF PROCESS PLAN

Each municipality will be responsible for monitoring its own Process Plan and ensure that the Process Plan is being followed as agreed. Nevertheless, should there be a need to

amend this Process Plan. The IDP Technical and or IDP Forum will meet frequently to assess progress on the implementation of the Process Plan. The approval of an amendment to the Process Plan is a competency of the Municipal Council.

Table 2: List of legislations

Relevant legislation	Binding requirements
S25 of MSA	<ul style="list-style-type: none"> Adoption of IDP
S 26 of Municipal Systems Act	<ul style="list-style-type: none"> Council's long term vision Critical development and internal transformation needs Existing level of development Access to basic municipal services Development priorities, objectives and strategies Spatial Development Framework Disaster Management Plan Financial Plan Performance Management System
S41 of MSA	<ul style="list-style-type: none"> PMS
S57 of MSA	<ul style="list-style-type: none"> Performance agreements
S12 of Water Services Act	<ul style="list-style-type: none"> Water Services Development Plan
S11(4)(a)(ii) NEMA: Waste Act 2008	<ul style="list-style-type: none"> Integrated Waste Management Plan
S42 of Disaster Management Act	<ul style="list-style-type: none"> Disaster Management Framework (District only)
S43 of Disaster Management Act	<ul style="list-style-type: none"> Disaster Management Centre (District only)
S53 of Disaster Management Act	<ul style="list-style-type: none"> Disaster Management Plan
NEMA	<ul style="list-style-type: none"> Environmental Management Plan
S36 of NLTA	<ul style="list-style-type: none"> Integrated Transport Plans
S9 of Housing Act of 1997	<ul style="list-style-type: none"> Housing Plan/Strategy
S16 of MFMA	<ul style="list-style-type: none"> Annual budget
S53 of MFMA	<ul style="list-style-type: none"> SDBIP
S111 of MFMA	<ul style="list-style-type: none"> Supply Chain Management Policy
S121 of MFMA	<ul style="list-style-type: none"> Annual Report
S24 of IGR Act of 2005	<ul style="list-style-type: none"> District Intergovernmental Forums

Table 3: Activities and Time Frames

ACTIVITY	DATE	TIME
Adoption of Process plan by Council	06 August 2019	15h00
<u>Community Consultative meetings (First Round)</u>		
Ward1	07 October 2019	16h00
Ward 2	08 October 2019	16h00
Ward 3	09 October 2019	16h00
Ward 4	10 October 2010	16h00
Ward 5	14 October 2019	16h00
Ward 6	15 October 2019	16h00
Ward 7	05 October 2019	10h00
Ward 8	06 October 2019	10h00
Ward 9	12 October 2019	10h00
IDP Rep Forum	06 November 2019	10h00
IDP Technical committee meeting	09 January 2020	10h00
Strategic Planning session	15 – 17 January 2020	To be confirm
IDP steering committee meeting	05 February 2020	10h00
IDP tabling to council	03 March 2020	15h00
IDP Rep Forum	05 March 2020	10h00
<u>Community Consultative meetings (Second Round)</u>		
Ward1	20 April 2020	16h00
Ward 2	21 April 2020	16h00
Ward 3	22 April 2020	16h00
Ward 4	23 April 2020	16h00
Ward 5	27 April 2020	16h00
Ward 6	28 April 2020	16h00

Ward 7	18 April 2020	10h00
Ward 8	19 April 2020	10h00
Ward 9	25 April 2020	10h00
IDP/BUDGET INDABA	24 April 2020	10h00
IDP Steering Committee meeting	21 May 2020	10h00
Adoption of the IDP	28 May 2020	10h00

4. CONCLUSION

Process Plan which must be in writing must be adopted by council. The said Plan guides the planning, drafting, adoption and review of the integrated development plan. The IDP 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.