



# **JOE GQABI DISTRICT MUNICIPALITY**

## **IDP PROCESS PLAN**

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**2021/22 Financial Year**

*June 2020*

## TABLE OF CONTENTS

LIST OF TABLES .....	i
1. INTRODUCTION.....	1
2. INSTITUTIONAL ARRANGEMENTS.....	1
3. ROLES AND RESPONSIBILITIES .....	3
4. IDP AND BUDGET ACTION PLAN.....	4
5. SCHEDULE OF MEETINGS.....	6
6. MECHANISMS AND PROCEDURES FOR PUBLIC PARTICIPATION .....	7
7. MECHANISMS AND PROCEDURES FOR ALIGNMENT .....	7
8. BINDING PLANS AND LEGISLATION .....	8

## LIST OF TABLES

<i>TABLE 1: DISTRICT IDP INSTITUTIONAL ARRANGEMENTS .....</i>	<i>1</i>
<i>TABLE 2: IDP AND BUDGET ACTION PLAN.....</i>	<i>5</i>
<i>TABLE 3: IDP PHASES AND IDP AND BUDGET MEETINGS LINK .....</i>	<i>6</i>

## 1. INTRODUCTION

As stipulated in Section 28 of the Municipal Systems Act of 2000 (MSA), a municipal Council must adopt a process set out in writing to guide the planning, drafting, adoption and review of its Integrated Development Plan (IDP). This Process Plan is developed in line with the District Framework Plan and the adopted IDP Policy of the District. All other relevant legislation, regulations and guidelines have been taken into account.

The IDP policy of the District, in line with the Municipal Systems Act (Act 32 of 2000) requires that the IDP process plan must include the following:

- Institutional structure to be established for management of the process
- Approach to public participation
- Structures to be established for public participation
- Time schedule for the planning process
- Roles and responsibilities (who will do what)
- How will the process be monitored
- The identification of all plans and planning requirements binding on the municipality in terms of national and provincial legislation

## 2. INSTITUTIONAL ARRANGEMENTS

The IDP preparation process requires an extensive consultation and participation of communities, all role players and key stakeholders in order to achieve shared understanding of the municipal development trajectory and alignment. The District will utilise existing institutional arrangements. Table 1 presents the District wide institutional arrangements focusing on a structure, composition and terms of reference aspects.

***Table 1: District IDP institutional arrangements***

Structure	Composition	Terms of reference
<ul style="list-style-type: none"> <li>• District Mayors Forum (DIMAFO)</li> </ul>	Mayors and Municipal Managers of all municipalities Sector Departments	Monitor progress of preparation and implementation of IDPs and Budgets Ensure intergovernmental co-ordination and alignment between local and district municipalities' IDPs, Sector Departments' plans, budgets and related activities. Sector Departments to focus on providing financial resources and technical expertise on sector plans and issues as requested by DIMAFO.
<ul style="list-style-type: none"> <li>• IDP and budget representative Forum</li> </ul>	Chairperson: Mayor Councillors Representatives of Wards (in the case of the local municipalities) Representative of municipality wide organizations	Represent the interests of constituents in the IDP and budget processes Provide an organizational mechanism for discussion, negotiation and decision making between the stakeholders including the municipal government Ensure communication between all stakeholder representatives including the municipal government. Monitor the performance of the planning and implementation processes.

Structure	Composition	Terms of reference
	Government departments	Participate in the process of setting up and monitoring “key performance indicators” in line with the Performance Management Manual.
<ul style="list-style-type: none"> <li>IDP and Budget Steering Committee</li> </ul>	<p>Chairperson: Municipal Manager CFO/BTO IDP Manager Political leadership - Mayoral Committee, Executive Committee or Council depending on local circumstances In the case of the District, it should include Municipal Managers from Local Municipalities</p>	<p>Considers the Budget and IDP Process Plan for the municipality Ensures that parameters are set and met Agrees on budget principles to be adopted Reviews budget submissions Monitors adherence to the Budget Process Plan Ensures public participation Provide ToR for the various planning activities Commissions research studies Considers and comments on:     inputs from sub-committee, study teams and consultants     inputs from provincial sector departments and support providers Processes, summarizes and documents outputs Makes content recommendations Prepares, facilitates and documents meetings that sit at least 4 times per year The Budget Technical Committee should be responsible for the establishment of the Budget Local Consultation Forum by:</p> <ul style="list-style-type: none"> <li>Defining terms of reference and criteria for members of the Budget Local Consultation Forum;</li> <li>Informing the public about the establishment of the Budget Local Consultation Forum and request submission of applications from stakeholders/community groups indicating goals, objectives, activities, number of members, and constitution</li> </ul>
Joe Gqabi District IDP And PMS Forum	<p>The COO (District and LMs) IDP/PMS Managers (District and LMs) PMS Coordinators- Institutional/Individual (District and LMs) IDP Coordinators/Officers (District and LMs) Provincial Treasury and Provincial COGTA SALGA OtP</p>	<p>To ensure coordination of the implementation of the planning, budget, measurement, reporting and review process to promote and improve the performance of the municipalities. Facilitate review of the District and local municipalities’ IDP and PMS policies and frameworks to ensure compliance. Responsible for forward planning and performance planning matters. Advise municipality on any legislative changes and best practice approaches with respect to matters pertaining to IDP and PMS. Coordinate and promote alignment between IDP, budget and PMS. To leverage combined resources to provide transparent and expert leadership on integrated development planning and PMS issues. Assimilate and disseminate lessons learned to decision-makers. To make representations to any authorities on any matter in respect of integrated development planning and PMS. Facilitate information collation and dissemination between municipalities.</p>



### 3. ROLES AND RESPONSIBILITIES

Roles and responsibilities for the planning process will be as follows:

#### **The Municipal Council:**

- Political decision making body;
- Consider, adopt and approve Framework Plan, Process Plan, IDP, budget, policies and by-laws;
- Enable the municipality to provide clear and accountable leadership and development direction;
- Enable the municipality to develop a cooperative relationship with its stakeholders and communities; and
- Enable the municipality to monitor the performance of officials.

#### **Mayoral Committee**

- Recommend the Process Plan to Council;
- Overall management, coordination and monitoring of process and drafting of IDP;
- Approve nominated persons to be in charge of the different roles, activities and responsibilities;
- Overall management and coordination of planning process and public participation; and
- Ensure the annual business plans, budget and land use management decisions are linked to and based on the IDP.

#### **Municipal Manager / IDP Manager**

- Prepare the Framework and Process Plan;
- Undertake the overall management and co-ordination of the planning process;
- Ensure that all relevant actors are appropriately involved;
- Nominate persons in charge of different roles;
- Be responsible for the day- to-day management of the drafting process;
- 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 from the public, horizontal alignment and other spheres of government to the satisfaction of the municipal council;
- Ensure proper documentation of the results of the planning of the IDP document;
- Adjust the IDP in accordance with the MEC for Local Government's proposals; and
- The Municipal Manager may delegate these functions to an IDP Manager.

#### **Heads of Departments and Officials**

- Must provide relevant technical, sector and financial information for analysis for determining priority issues;
- Must contribute technical expertise in the consideration and finalization of strategies and identification of projects;
- Must provide departmental operational and capital budgetary information;

- Must be responsible for the preparation of project proposals, the integration of projects and sector programmes; and
- Must be responsible for preparing amendments to the draft Integrated Development Plan for submission to municipal Council for approval.

#### **National and Provincial Sector Departments and Social Partners**

- Align planning, budgeting, implementation process with the District Framework Plan and municipal process plans
- Allocation of resources and implementation of sector projects in line with approved municipal IDPs; and
- The Integrated Development Plan serves as a guide to the private sector in making decisions with regard to areas and sectors to invest in.

#### **Local Municipalities (Including Ward Councillors/Ward Committees and CDWs)**

- Major link between municipal government and residents;
- Link the planning process to their wards or constituencies; and
- Organizing, facilitate and ensure public consultation and participation.

#### **Communities and Other Stakeholders**

- Inform the Council what their development needs are, and to participate actively in determining the municipality's development direction;
- Represent their interests, contribute knowledge and ideas;
- Analyse issues, contribute in setting of priorities, negotiate and reach consensus;
- Discuss and comment on the draft IDP-, budget, policies and by-laws; and
- Monitor IDP-budget performance and implementation.

## **4. IDP AND BUDGET ACTION PLAN**

Table 2 below provides a details action plan for the review of the District IDP and budget for the 2021/22 financial year.

**Table 2: IDP and Budget Action Plan**

No.	Activity	Purpose	Responsibility	Time frame
1.	Conduct Process Plan consultative sessions	<ul style="list-style-type: none"> <li>Reach consensus with local municipalities</li> </ul>	IDP Manager	10 <sup>th</sup> May 2020
2.	Adopt Framework and Process Plans	<ul style="list-style-type: none"> <li>Guide the planning, drafting, adoption and review of the IDP and budget</li> <li>Establish committees and consultation forums for the IDP and Budget process</li> </ul>	Council	30 <sup>th</sup> June 2020
3.	Establish service delivery and development status quo.	<ul style="list-style-type: none"> <li>Define and confirm community priority issues</li> </ul>	Executive Mayor	August to December 2020
4.	Determine objectives and strategies	<ul style="list-style-type: none"> <li>Outline the direction and development trajectory of the municipality and outline how to get there</li> </ul>	Council	November 2020 – March 2021
5.	Mid year engagement and budget benchmarking	<ul style="list-style-type: none"> <li>Treasury review of mid-year performance of the municipality.</li> </ul>	Provincial Treasury	TBD
6.	Compile draft SDBIP	<ul style="list-style-type: none"> <li>Concretise expected service delivery targets with a view of informing the draft budget</li> </ul>	Municipal Manager	March 2021
7.	Finalize Draft Budget related policies for next financial year.	<ul style="list-style-type: none"> <li>Guide budget</li> </ul>	Budget and Treasury Office	March 2021
8.	Table draft budget and draft IDP	<ul style="list-style-type: none"> <li>Consolidate plans for delivery of services and attainment of the development trajectory of the municipality</li> </ul>	Executive Mayor	March 2021
9.	Advertise and publish draft IDP and Budget for public comment and submit to National and Provincial Treasury and others as prescribed. Advertise draft tariffs	<ul style="list-style-type: none"> <li>Facilitate community and stakeholder participation and consultation into the Draft IDP and budget</li> </ul>	Municipal Manager	April 2021
10.	Approve Budget and IDP, including tariffs, policies and performance indicators and targets Entity approve its budget 30 days before the start of the financial year	<ul style="list-style-type: none"> <li>To ensure implementation of community service delivery needs and development aspirations</li> </ul>	Council	May 2021
11.	Advertise final IDP, budget and tariffs	<ul style="list-style-type: none"> <li>Inform communities of the allocation of resources and implementation of their development priorities and targets</li> </ul>	Municipal Manager	June 2021
12.	Approve draft SDBIP within 28 days of approval of budget	<ul style="list-style-type: none"> <li>Set a budget and IDP implementation plan with clear targets</li> </ul>	Executive Mayor	June 2021

No.	Activity	Purpose	Responsibility	Time frame
13.	Advertise approved SDBIP and submit to Province	<ul style="list-style-type: none"> <li>Inform communities and stakeholders of the approved service delivery implementation plan</li> </ul>	IDP Manager	July 2021
14.	Approve and submit performance agreements of Section 57 Managers to the Executive Mayor and the MEC for local government in the Province	<ul style="list-style-type: none"> <li>Inform Executive Mayor and Provincial government of the contents of the performance agreements of Section 57 Managers</li> </ul>	Municipal Manager/IDP Manager	July 2021

## 5. SCHEDULE OF MEETINGS

Table 3 below provides a schedule of key dates for the various structures at the District level. Table four provides a link between the IDP and budget representative forum meetings and the IDP development phases.

**Table 3: IDP phases and IDP and budget meetings link**

Activity	Date	Timeframe/ Milestone	Purpose
IDP and Budget Representative Forum	06 August 2020	Meeting 1	Discuss service delivery status quo
	12 November 2020	Meeting 2	Discuss priorities, objectives and project proposals
	11 March 2021	Meeting 3	Discuss strategies and draft projects
	06 May 2021	Meeting 4	Consolidate final projects
		All meetings	Stakeholders to present implementation progress reports on the performance of current projects in all meetings
IDP and budget Steering Committee	07 August 2020	Meeting 1	Discuss and prioritise community priority issues, objectives and strategies Consider inputs towards budget adjustment
	21 October 2020	Meeting 2	Finalise plans for Strategic planning session Discuss draft IDP and budget proposals
	04 March 2021	Meeting 3	Discuss Strategic planning session report Discuss Departmental budget submissions Discuss draft SDBIP
	13 May 2021	Meeting 4	Discuss and finalise budget consultations inputs Discuss final IDP and budget Discuss final SDBIP

IDP and PMS Forum	10 July 2020	Meeting 1	Discuss planning and alignment of IDP situational analysis Discuss community participation plans
	06 November 2020	Meeting 2	Consolidate situational analysis including sector departmental inputs and priorities
	11 February 2021	Meeting 3	Discuss strategic planning sessions and alignment
	09 April 2021	Meeting 4	Discuss IDP and Budget Consultations alignment Discuss final IDPs integration Discuss pre-IDP engagements

## 6. MECHANISMS AND PROCEDURES FOR PUBLIC PARTICIPATION

- In the face of the COVID19 pandemic, the District will utilise media as a means of conducting community participation and consultations, subject to government guidelines
- IDP Representative Forum to be a platform for advocacy and information sharing;
- Local Municipalities and District to ensure inter and intra municipal alignment of programmes, events and priorities;
- Councillors to keep communities informed of the IDP progress (including CDW's and Ward Committees);
- Municipalities to publish annual reports on municipal progress;
- Print and electronic media for publicizing meetings to be utilised;
- Make the IDP and budget documents available for public comments and consumption;
- Conduct community outreach and stakeholder meetings;
- Issue specific fora to be supported; and
- Facilitate participation of communities and stakeholders in Council matters.

## 7. MECHANISMS AND PROCEDURES FOR ALIGNMENT

The IDP Manager of the District and IDP Managers of local municipalities will be responsible for ensuring smooth coordination of local municipal IDP reviews and their alignment with the District IDP review through the use of workshops and bilateral discussions with affected sector departments or municipalities. The inter-governmental forums will also be used to ensure that beneficial alignment of programmes and project occur. Other activities that will facilitate alignment can be summarised as follows:

- Sharing of information on priority issues between the District, local municipalities and stakeholders;
- Participation in District and local municipality IDP meetings by both District and local municipalities
- Joint decision on localised guidelines
- Conduct District level strategy workshops
- Sector programmes under responsibility of Provincial / National sector Departments

- Submission and commenting on draft IDP
- Concurrent community meetings

## 8. BINDING PLANS AND LEGISLATION

Various Local Government legislation and regulations provide, *inter alia*, for the key sector plans that must be developed, approved implemented by municipalities. Below is a list of key sector plans that are required:

- Agricultural Plan
- Air Quality Management Plan
- Anti-Fraud and Anti-Corruption Strategy
- Area Based Plan
- Climate change plan
- Communication Strategy
- Comprehensive Infrastructure Plan
- Drakensberg High Altitude Plan
- Employment Equity Plan
- Environmental Management Plan
- Forestry Plan
- Gender Mainstreaming Strategy
- HIV And AIDS Plan
- Human Resources And Institutional Development Plan
- Integrated Transport Plan
- Integrated Waste Management Plan
- LED Strategy
- Occupational Health And Safety Plan
- Pavement Plan
- Performance Management Framework and Policy
- Public Participation Strategy
- Recruitment and Selection Strategy
- Scarce Skills and Retention Strategy
- Southern Drakensburg Sustainable Plan
- Spatial Development Framework
- Succession Plan
- Tourism Plan
- Tourism Strategy
- Water Services Development Plan
- Women's Development Plan
- Workplace Skills Development Plan

In terms of Section 153 of the Constitution, municipalities must participate in national and provincial development programmes. Moreover, Section 25 of the MSA states that an IDP adopted by the Municipality must be compatible with national and provincial development plans and planning requirements binding on the municipality. Thus the following plans must be considered:

- National Spatial Development Perspective
- National Development Plan
- Medium Term Strategic Framework
- Provincial Strategic Framework

- Provincial Growth and Development Plan
- Mandate of local government
- Millennium Development Goals
- Existing District Sector Plans
- Applicable legislation

## 9. BUDGET

The District has will consider approval of budget which will be ring-fenced for the implementation of this Process Plan. All local municipalities will make budget provisions available for the implementation of their Process Plans from their own budgets.