



MUSINA

LOCAL MUNICIPALITY

“To be the vibrant, viable and sustainable gateway city to the rest of Africa”

DRAFT
IDP/BUDGET PROCESS PLAN
2020/21

Compiled by : Municipal Manager's office
IDP office

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1. INTRODUCTION

Chapter 5 of the Municipal Systems Act, No. 32 of 2000 requires that municipalities must develop an integrated development planning (IDP) to give effect to the objects of local government as set out in section 152 of the Constitution, give effect to its developmental duties as required by section 153 of the constitution and together with other organs of state contribute to the progressive realisation of the fundamental rights contained in section 24,25,26,27 and 29 of the Constitution.

The Act further requires that in terms of section 28(1, 2& 3) 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 IDP. The municipality must through appropriate mechanism, processes and procedures established in terms of Chapter 4, consult the local stakeholders before adopting the process. Notice must be given to local community of particulars of the process it intends to follow. The municipality is charged with responsibility of drafting the process plan which should be aligned to the District municipality's IDP Framework which has to be agreed upon by local municipalities within Vhembe district municipality. The district framework should be used by our municipality as a basis for drafting the Process Plan.

The Integrated Development Plan, as a key tool for Musina Local Municipality to tackle its developmental role, should be completed and therefore provides and represent a continuous cycle of development planning, implementation and review. Implementation will commence after the adoption of the 5 year IDP in MAY 2017 and this therefore gives a way to assess the performance and achievement of targets as well as strategic objectives through the IDP Review Process, as a legislative requirement by Section 34 of the Municipal System Act. The review process ensures a continuous improvement and relevance of the IDP to the Musina Local Municipality strategic plans, therefore informing its financial and institutional planning.

This IDP Review Process Plan covers the following aspects:

- Distribution of roles and responsibilities
- Institutional Arrangements for implementation
- Binding legislation and planning requirements
- Cost Estimations for the Review Process
- Action programme with timeframe

The current 2020/21 financial year is giving the basis of the five year term of office of the present Council, and this is the last year for the council after adopting its Five year IDP in May 2016 and subsequently endorsed for implementation by the Council after elections on 18 August 2016 which will continue until the final year lapses for the newly elected Council in 2020/21.

2. **DISTRIBUTION OF ROLES AND RESPONSIBILITIES**

The IDP Process, being consultative and participatory in nature, necessitates specific roles and responsibilities for various structures within and outside the municipal jurisdiction. These integrated roles and responsibilities are compiled and applied throughout the process.

Public Participation has become one of the key features of developmental government. This aspect has been entrenched in the Constitution of the country and Chapter 4 of the Municipal System Act, which then becomes a legislative requirement. Participation of affected and interested parties ensures that the IDP addresses real issues that are experienced by communities within the municipality. Participation of the public in Local Government matters takes place through a structured manner hence the establishment of the IDP Representative Forum. A review of existing representatives will be made in order to involve stakeholders that were not included during the initial stage of planning process.

Draft IDP/BUDGET process plan 2020/2021 due to address, prevent and combat the spread of COVID 19 in South Africa as contemplated on Disaster Management Act, 2002 amendment of directions issued in terms of Section 27(2) sub section 6.7, 6.7.1 and 6.7.4 (b) which indicates that: Ensure that the communities are consulted using media platforms and alternative methods of consultation, instead of contact meetings. The municipality won't convene IDP representative forum contact meetings unless directed otherwise through the Disaster management Act, 2002 amendment of directions.

Municipal/IDP Manager will continuously ensure that the role players adhere to their performance roles throughout the process.

2.1 DISTRIBUTION OF ROLES AND RESPONSIBILITIES BETWEEN THE MUSINA LOCAL MUNICIPALITY AND EXTERNAL ROLE PLAYERS

2.1.1. Musina Local Municipality Council

- Decide and adopt the process plan and the IDP
- Ensure that all relevant actors are involved
- Ensure that the development and review process is undertaken in accordance with agreed timeframes
- Ensure that the development and review process is focused on priority issues, that it is strategic and implementation orientated
- Ensure that sector requirements are adhered to

2.1.2 (District planning forum –Vhembe District municipality

- Ensure that all local issues within the powers and functions of the Local Municipality are considered during the process of IDP
- Ensure participation of key role players within the Municipality during the alignment/District-wide strategic planning events

2.1.3 Provincial Government

- Ensure vertical alignment of the Municipal IDP with Provincial and National sector plans.
- Monitor the development and review of IDP process
- Contribute relevant information of Provincial Sector Departments
- Contribute sector expertise and technical knowledge during the development and review of strategies and projects
- Through the Provincial planning forum the provincial government will give hands on support to municipalities in order to produce credible IDPs

2.1.4 Service Providers & Specialised Teams

- Contribute information on plans, programmes and budget during the development and review process
- Conduct tasks as commissioned by Steering Committee on identified gaps and make recommendations to the Steering Committee
- Support the alignment procedures between the municipalities and other spheres of the government
- Provide technical expertise

2.1.5 Stakeholders Representation (IDP Rep Forum)

- Form a structured link between the Municipality and representatives of the public
- Participate and be part of the decision making within the Representative Forums
- Analyse and discuss issues being developed and reviewed
- Ensure that priority issues of their constituents are considered
- Ensure that annual business plans and SDBIP are based on the developed and reviewed IDP priorities and municipal Key Performance Indicators
- Participate in the designing of IDP project proposals
- Discuss and comments on the final product of IDP

3. DISTRIBUTION OF ROLES AND RESPONSIBILITIES WITHIN THE MUNICIPALITY

3.1.1 Council

- Decides on the development and review process of the IDP
- Approve nominated persons to be in charge of different roles, activities and responsibilities of the development and review process

- Ensures that the development and review processes are focused on priority issues, that are strategic and implementation orientated
- Ensures that all relevant actors are involved in the development and review process
- Ensures that sector requirements are adhered to
- Adoption of the IDP document
- Agree on the annual budget and linked prioritization
- Agree to any major changes to the implementation schedule or budget

3.1.2MunicipalManager/IDP Manager

- Strategic and senior operational responsibility for development and management of the total IDP process
- Strategic and senior operational responsibility for ensuring that implementation programme of municipality takes place with resources available
- Prepare a programme for the development and review process
- Ensure that Management Interrogates and consider IDP review drafts.
- Recommends approval by the Council committees every draft of each phase during the IDP review process.
- Undertake and be responsible for the overall management, co-ordination and monitoring of the planning process, ensuring that all relevant actors are appropriately involved
- Decides on different roles and responsibilities within the development and review Process
- Ensure efficient and effectively managed and organised development and review process
- Be responsible for the day to day management of the development and review process
- Ensure that alignment procedure and mechanisms are implemented
- Ensure that the development and review process is participatory, strategic and implementation oriented, satisfying the sector plans and requirements
- Ensure that amendments are made to the draft
- Documentation of outcomes of the planning process
- Prepare and organise all IDP planning Workshops and meetings i.e. IDP Steering Committee, District Planning Forum, and IDP REP Forum meetings

3.1.3DEVELOPMENT PLANNING DEPARTMENT (VHEMBE DISTRICT)

- Provide methodological guidance
- Document outcomes of the Development and review processes
- Prepare and organise all District development and review Workshops and meetings
- Assist in the facilitation of sector alignment meetings
- Facilitate IDP capacity building trainings for all IDP stakeholders inclusive of IDP representatives members, IDP steering committee, ward committees, organised and unorganised structures who represent community needs and interests

4. **INSTITUTIONAL ARRANGEMENTS FOR IMPLEMENTATION**

In order to manage the drafting of IDP outputs effectively, Musina Local Municipality institutionalised the participation process thereby giving affected parties access to contribute to the decision making process. The following structures, coined to the internal organisational arrangements have therefore been established:

4.1 IDP STEERING COMMITTEE composed of :

Municipal manager,
General Managers,
Senior Managers
Managers,
Experts and Professionals
Community Development Workers
Vhembe District officials
Sector Departments Officials

Terms of Reference of the IDP Steering Committee

The following are some of the objectives of IDP Steering Committee:

- ❖ To provides terms of reference for the various planning activities
- ❖ Commissions researches and studies
- ❖ Considers and comments on the:
 - Inputs from sub-committee/s, study teams and consultants
 - Inputs from provincial sector departments and support providers
- ❖ Processes, summarises and documents outputs of meetings
- ❖ Makes content recommendations
- ❖ Prepares and facilitates meetings
- ❖ Monitoring effective management of IDP
- ❖ Strategic management of the municipality's implementation programme
- ❖ Performance management of the implementation programme and its link back to prioritising and further planning
- ❖ Co-ordination of rollout of programme and project implementation as per business plan and budget
- ❖ Monitoring of programme expenditure against budget
- ❖ Co-ordination of overall inter-sectoral contributions to programme
- ❖ Resolving resourcing and inter-sectoral projects management problems
- ❖ To provide terms of reference for the various planning activities
- ❖ All stakeholders are expected to give progress report in every meeting

4.2 VHEMBE DISTRICT PLANNING FORUM

Composition

Vhembe District Development Planning Forum shall focus on intergovernmental development planning and facilitation within the context of the Intergovernmental Relations Framework Act, No 13 of 2005 between the district, local municipalities, state owned enterprises and the sector department in the district. District Development Planning Forum is chaired by Development & Planning General Manager, and composed of the following:

- The district and its four local municipalities
- ❖ Development and Planning Managers,
- ❖ IDP Managers,
- ❖ GIS Managers,
- ❖ Technical Managers
- ❖ Chief Finance Officer (C.F.Os)
- ❖ LED Managers,
- ❖ Spatial Planners, Surveyors,
- ❖ Transport Planning Managers,
- University of Venda,
- Madzivhandila Agricultural College
- Parastatals i.e. State owned enterprise,
- Representatives from sector departments at planning sections
- And representatives from Traditional Leaders.

The DDPF as commonly known is coordinated by the Vhembe District Municipality Development & Planning Department. The District will again performs Secretariat function thus takes the responsibilities of convening meetings and recordings of the proceedings. The Collaboration between national, provincial, local government and private sector initiatives is enhanced. Vhembe District Development Planning Forum will have unrestricted access to official plans/ strategies of other department and parastatals for the purpose of planning process only..

Objectives

The objectives of District Development Planning Forum are amongst others the following:

- ❖ Integrating the planning and monitoring process across departments and municipalities and ensure shared outputs/ outcomes and alignment between the LDP and the IDPs/ LEDs, ITP, WSDP, SDF and other sector plans of Municipalities;
- ❖ Moving away from working in silos by departments and municipalities to ensuring synergy/linkage between the IDP's, SDF and LED's of the municipalities and the LDP;
- ❖ Co-ordinating of provincial and municipal development planning to facilitate coherent planning in the whole province; and
- ❖ Co-ordinating and alignment of the strategic and performance plans and priorities, objectives and strategies of sector departments and municipalities within the district.
- ❖ To ensure alignment of analysis information, strategies, plans and policy for example Land-use Management, Spatial Development Framework, LED Strategy, Integrated Transport Plan (ITP) and other plans across the district.
- ❖ To ensure holistic approach by both municipalities and sector departments in addressing service delivery and effectively utilization of budget.
- ❖ To ensure that development or reviews of IDP in the district are in line with regulations and Acts that govern local government.
- ❖ To ensure alignment of government programs.
- ❖ Ensure that municipalities and sector departments assist each other on challenges facing them and are related to planning.
- ❖ In collaboration with Limpopo Investment Development Agency, Limpopo Tourism and Parks Board (LTPB), facilitate the revival of investment and trade into the district.
- ❖ To create a process in which public sector removes constraints that hinders development.
- ❖ To develop or create conditions favourable to private sector investment and the development of Public-Private Partnership.

Meetings

The Forum shall be required to meet quarterly and before Provincial Development Planning Forum in order to give opportunity to the district to prepare substantive report.

Terms of Reference of the District Development Planning Forum

The Forum shall seek to reach consensus and make recommendations on matters pertaining to development planning through existing clusters i.e. Economic, Social, and Governance and Administration.

The Forum shall therefore consider the following issues:

- ❖ The appropriate scope of development planning, including the relationships between spatial and non-spatial planning.
- ❖ The appropriate methods of setting and monitoring compliance with the general development planning principles and performance criteria and objectives for land development by district and local municipality.

- ❖ The appropriate levels and methods of public participation in the development planning activities at different levels of district structures.
- ❖ The integration of environmental management with the development planning activities at different levels of regional sector departments and municipalities.
- ❖ Policies and procedures relating to effective alignment of planning, programming and budgeting processes, within and between the various levels of government in order to promote effective development planning.
- ❖ Integrating and clustering of projects and alignment of provincial, district and local priorities and projects.
- ❖ Establishment of mechanisms aimed at aligning spatial choices around district spending across all sector departments and municipalities by mapping development potential and formulating principles for targeting development and spending.
- ❖ Facilitation of the establishment of a framework for an in-depth consultative district planning processes and local municipalities' IDP's and follow-up meetings for feed-back purposes.
- ❖ Ensuring intervention for the purpose of improving planning capacity
- ❖ Facilitation of coherent planning in the district.

4.3 IDP REPRESENTATIVE FORUM

Chaired by the Mayor,

Composed of Councillors

Ward committees,

Organised labour,

Community based organisations,

Non-governmental organisations,

Sector departments,

Parastatals,

Organised business organisations,

Local mining houses,

Farmers organisations.

Traditional Leaders

Civil Society

Specialised Task Teams(cluster meetings): composed of Experts, officials and Professionals from all spheres of government

Terms of Reference for the IDP Representative Forum

- ❖ Members of the IDP Representative Forum will be encouraged and urged to hold consultative and feedbacks meetings with the structures and constituencies they represent in order to get their inputs and communicate feedback reports from IDP Representatives Forum for Further mandate,
- ❖ Date, venue, Radio live broadcast and time of the meetings will be indicated on the invitations that will be issued to members regularly by IDP Steering Committee
- ❖ Meetings may be conducted through electronic means (Facebook, Twitter and Media briefing)

- ❖ Both ordinary and special meetings of IDP representative Forum may be held at the venues or radio live broadcast determine by the IDP steering committee
- ❖ Invitations, notices and agendas of IDP Representative forum will be drafted, compiled and circulated to all stakeholders by the secretariat via website, email, Facebook and twitter not less than 7 working days before the meeting
- ❖ Inputs and comments may be sent via emails, Facebook, twitter and Vhembe Call centre
- ❖
- ❖ All members of IDP Representative Forum will abide to democratic practices of meeting procedures enshrined on this TOR;
 - i. Members will be afforded speaking opportunity by raising of hand, being noted and recognized by the chairperson, and afforded chance to speak.
 - ii. Members will speak out in turn and on the guidance from the chairperson,
 - iii. Disruptive behaviours, howling, and heckling at speakers are not acceptable
- ❖ In terms of decision making the IDP Representative Forum decisions will be based on simple majority rule principle if need arises,
 - i. In case where dispute arises on decision of the IDP Representative Forum, the dispute will be referred to the IDP Steering Committee for technical scrutiny, and solution. Further referral will be made to the Mayor for assistance on the concerned dispute,
 - ii. The Mayor will report to the IDP Representative Forum on the outcomes on dispute resolution and in case where the affected parties or party need appeal the matter will be referred to the Council.
 - iii. The Council will be the highest appeal and dispute resolution structure.

Offence and Sanctions

- 1 Violation of the Terms of Reference Principles and depending on the nature of the offence done can or / may lead to;

- A) Reporting to the leadership and membership of the structure/organization that member is representing of such offence,
- B) Recommending to the structure/organization that member is representing for replacement of such ill-discipline member by another discipline member who will abide by the TOR,
- C) In case where sanctions are to be imposed as a result of violation of these principles;
- D) IDP Representative will pronounce and record the sanction actions that will be intended to be imposed to the affected member,
- E) The eventuality wherein (A) & (B) sanction is imposed on a member, the membership will be regarded as withdrawn provisionally pending remedial and redress actions by the affected member, upon which if there is redress within 14 days the membership will resume.

Amendment

These principles will only be amended by the majority decision of IDP Representative Forum.

Attached as Annexure see the diagram for institutional arrangements on page 27.

5. **MECHANISMS AND PROCEDURES FOR PUBLIC PARTICIPATION**

Public Participation has become one of the key features of developmental government. This aspect has been entrenched in the Constitution and Chapter 4 of the Municipal System Act, which then becomes a legislative requirement. Participation of affected and interested parties ensures that the IDP addresses real issues that are experienced by communities within the Municipality. Participation of the public in Local Government matters takes place through a structured manner hence the establishment of the IDP Representative Forum, which the Municipality will still maintain... A review of existing representatives will be made in order to involve stakeholders that were not included during the planning process by way of registering such stakeholders on the data base.

At the local level, participation will be restricted to wards, Provincial and National Sector Departments, representatives of marginalized groupings and organised stakeholders. Like during the planning process, the local municipalities will be responsible for arrangements and major link between the municipal government and communities, while continuous meetings to discuss their progress are held at District planning forum meetings.

In order to minimise the costs and participation fatigue, the Municipality will phase in participation of different stakeholders at various levels of development and review without compromising the element of accountability. Each Representative Forum will be held at a venue and time arranged by the Municipality. Participants will still be allowed to participate in all other local languages. Minutes of the previous meeting will be sent to participants 74 hours before when inviting them for another meeting. The draft documents will be available to all communities and stakeholders for comments.

6. **MECHANISMS AND PROCEDURES FOR ALIGNEMENT**

Alignment within the development and review process, serves as an instrument to synthesize and integrate the top-down and bottom-up planning process between different spheres of government. It should therefore be established and maintained between local and district municipalities and all parties involved, as well as other spheres of the government. It is the responsibility of Musina Local Municipality to ensure effective procedures for both vertical and horizontal alignment within the development and review process, in order to maximise co-ordinated and holistic delivery of services that are in line with national and provincial policies and strategies, as well as For proper allocation of departmental budgets and conditional grants.

BUDGET ALLOCATION FOR THE DEVELOPMENT OF THE IDP 2020/21

➤ Costs of Workshops and meetings	=R103,456.00
➤ Costs for printing and stationery	= R180.200.00
➤ Advertisements	= R8,480.00

TOTAL COSTS = R292, 136.00

7. **BINDING LEGISLATION OF PLANNING REQUIREMENTS**

The IDP requires that the Municipal planning process be in line with National and Provincial Legislation as well as policies, programmes and strategies which will in turn be able to inform Annual budget allocations. National Acts and policies further require local governments to Produce certain Integrated Sector Plans which complement the IDP, thereby avoiding Unnecessary duplication. This necessitates a more co-ordinated and integrated information Sharing and dissemination between both specific sector Departments and municipalities.

SECTOR DEPARTMENT	LEGAL REQUIREMENT	LEGALLY BINDING LEGISLATION	VALUE ADDING CONTRIBUTION
COGTA	IDP	Municipal Systems Act Municipal Structures Act Municipal Finance Management Act	Local Agenda 21
LEDET	Integrated Waste Management Integrated Environmental Management	NEMA	Local Agenda 21
DWAF	Water Services Development Plan	Water Services Act	Free basic Water
DOH	Housing Strategy and Targets	Housing Act	Housing Urbanisation

			Information system (HUIS)
DOT	Integrated Transport Plan	National Land Transport Act	Regulation of transport services
DRLA	Spatial Development Framework	Municipal System Act Spatial planning and Land-Use Management Act	Proper planning
Treasury	Service Delivery & Budget Implementation Plan	Municipal Finance Management Act	PMS
Office of the President	National Spatial Development Plan	NSDP	Spatial Development Framework
President's office	Reconstruction & Development Programme	RDP	Socio Economic development
Deputy President's Office	Accelerated Shared Growth initiative Of South Africa (ASGISA)	ASGISA	Economic development
President's office	National development Plan	NSDP	Socio Economic development
President's office	Growth, Employment & Redistribution Strategy (GEAR)	GEAR	Economic development
President's office	Integrated Sustainable Rural Development Strategy (ISRDS)	ISRDS	Rural development
Department of Human Settlements	Urban Development Framework	Housing Act	Urban development
Department of Rural Development & Land Reforms	Rural Development Framework (RDF) Spatial planning	Land reform Spatial Planning and Land use management Act	Land reform Spatial planning
Department of Economic Development	Local Agenda (LA 21)	Local agenda 21	Sustainable development
Department of Economic Development	Economic growth	New Growth Path	Economic development

PROVINCIAL DEPARTMENT STRATEGIES

1. Limpopo Province Spatial Rationale
2. Limpopo Development Plan
3. Limpopo Tourism Strategy
4. Limpopo LED Strategy

8. **PRINCIPLES & PROCEDURES FOR MONITORING OF THE PROCESS PLAN**

All municipalities have a responsibility of monitoring their own Process Plans and ensuring that the District Framework is properly followed. The Municipal Manager will ensure that the process Plan is properly followed. Feedback on the management of each municipality Process Plan will be tackled in the Co-ordinating Committee meetings consisting of Local Municipalities Representatives and the District IDP Steering Committee, that meet after each phase or when urgent issues arise. If any deviation from the Process Plan occurs the Co-ordinating Committee should be informed and jointly assesses the impact of the deviation on other municipalities, however, Musina Local Municipality has the mandate to decide when and how an amendment takes place and therefore postpone an activity or continue with the agreed programme.

9. **CONCLUSION**

This Process Plan, as being part of the IDP planning preparation phase ensures that the role players within the process ahead are well prepared. All activities outlined within this document have been prepared in close interrelation with the Framework that governs both the District and all local municipalities.

This Process Plan, prepared in consultation with the relevant stakeholders will, after adoption by the Council be effective throughout the IDP process.

10. ANNEXURE: DISTRICT IDP PARTICIPATION STRUCTURES

6. STRUCTURES FOR IDP PROCESS AND IMPLEMENTATION

• DISTRICT IDP MANAGER'S FORUM

Chairperson": District IDP Manager

<u>Composition</u>	
<ul style="list-style-type: none"> • IDP Managers • IDP Researchers/ Officers/ Coordinators/Facilitators • Budget Manager • CoGHSTA (Planning and Development) • COGTA (Planning and Development) • Provincial Treasury (IDP) 	<ul style="list-style-type: none"> • Office of the Premier (Planning and Development) • Sector department as per need • Specialists and Experts
<u>Objectives of the District IDP Manager's forum</u>	
<ul style="list-style-type: none"> • Co-ordinating of national, provincial and municipal development planning to facilitate coherent planning in the whole district • Moving away from working in silos by departments and municipalities ensuring synergy / linkage between the IDPs, SDF and LED's of the municipalities and the LDP • Ensuring coherent public participation within the district 	<ul style="list-style-type: none"> • Co-ordinating and alignment of the strategic and performance plans, priorities, objectives and strategies of sector departments and municipalities within the district • Ensuring holistic approach by both municipalities and sector departments in addressing service delivery and effectively utilization of budget • Ensuring that development or reviews of IDP in the district are in line with regulations and Acts that govern local government

6. STRUCTURES FOR IDP PROCESS AND IMPLEMENTATION

• DISTRICT IDP MANAGER'S FORUM cont...

Meetings : The forum shall be required to meet quarterly

Terms and Reference of the Provincial/ District Development Planning Forum

- The appropriate scope of development planning, including the relationships between spatial and non-spatial planning
- The appropriate methods of setting and monitoring compliance with the general development planning principles and performance criteria and objectives for land development by district and local municipality
- The appropriate levels and methods of public participation in the development planning activities at different levels of district structure
- The integration of environmental management with the development planning activities at different levels of regional sector departments and municipalities
- Policies and procedures relating to effective alignment of planning, programming and budgeting processes, within and between the various levels of government in order to promote effective development planning
- Integration and alignment of provincial, district and local priorities and projects
- Establishment of mechanisms aimed at aligning spatial choices around district spending across all sector departments and municipalities by mapping development potential and formulating principles for targeting development and spending
- Ensuring intervention for the purpose of improving planning capacity
- Facilitation of coherent development planning in the district

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**6. STRUCTURES FOR IDP PROCESS AND IMPLEMENTATION
cont..**

• PROVINCIAL / DISTRICT DEVELOPMENT PLANNING FORUM

Chaired by Office of the Premier/ CoGHSTA or General Manager Development Planning

<u>Composition</u>	
<ul style="list-style-type: none"> •The district and its four local municipalities •Development and Planning Managers, •IDP Managers, •GIS Managers, •Technical Managers •Chief Finance Officer (CFOs) 	<ul style="list-style-type: none"> •LED Managers, •Spatial Planners, Surveyors, •Transport Planning Managers, •University of Venda, •Madzivhandila Agricultural College •Parastatals i.e. State owned enterprise, •Representatives from sector departments at planning sections •Representatives from Traditional Leaders.

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6. STRUCTURES FOR IDP PROCESS AND IMPLEMENTATION conti..

PROVINCIAL/DISTRICT DEVELOPMENT PLANNING FORUM conti..

Meetings: The forum will be required to meet quarterly

Terms of Reference of the District Development Planning Forum

The Forum shall seek to reach consensus and make recommendations on matters pertaining to development planning through existing clusters i.e. Economic, Social, and Governance and Administration.

The Forum shall therefore consider the following issues:

- The appropriate scope of development planning, including the relationships between spatial and non-spatial planning.
- The appropriate methods of setting and monitoring compliance with the general development planning principles and performance criteria and objectives for land development by district and local municipality.
- The appropriate levels and methods of public participation in the development planning activities at different levels of district structures.
- The integration of environmental management with the development planning activities at different levels of regional sector departments and municipalities.
- Policies and procedures relating to effective alignment of planning, programming and budgeting processes, within and between the various levels of government in order to promote effective development planning.
- Integrating and clustering of projects and alignment of provincial, district and local priorities and projects.
- Establishment of mechanisms aimed at aligning spatial choices around district spending across all sector departments and municipalities by mapping development potential and formulating principles for targeting development and spending.
- Facilitation of the establishment of a framework for an in-depth consultative district planning processes and local municipalities' IDP's and follow-up meetings for feed-back purposes.
- Ensuring intervention for the purpose of improving planning capacity
- Facilitation of coherent planning in the district.

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6. STRUCTURES FOR IDP PROCESS AND IMPLEMENTATION cont..

PROVINCIAL/DISTRICT DEVELOPMENT PLANNING FORUM conti..

Objectives of the District Development Planning Forum

- Integrating the planning and monitoring process across departments and municipalities and ensure shared outputs/ outcomes and other sector plans of municipalities
- Moving away from working in silos by departments and municipalities ensuring synergy/linkage between IDP's, SDF, and LED's of the municipalities and the LDP
- Co-ordinating of provincial and municipal development planning to facilitate coherent planning in the whole province; and
- Co-ordinating and alignment of the strategic and performance plans and priorities, objectives and strategies of sector departments and municipalities within the district
- To ensure alignment of analysis information, strategies, plans and policy for example Land-use Management, Spatial development framework, LED strategy, Integrated Transport Plan(ITP) and other plan across the district
- To ensure holistic approach by both municipalities and sector departments in addressing service delivery and effectively utilization of budget
- To ensure that development or reviews of IDP in the district are in line with regulations and Acts that govern local government
- To ensure alignment of government programs
- Ensure that municipalities and sector departments assist each other on challenges facing them and related to planning
- In collaboration with Trade and Investment Limpopo, Limpopo Tourism and Parks Board (LTPB), facilitate the revival of investment and trade into the district.
- To create a process in which public sector removes constraints that hinders development.
- To develop or create conditions favourable to private sector investment and the development of Public-Private Partnership.

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6. STRUCTURES FOR IDP PROCESS AND IMPLEMENTATION cont..

• **District Joint Portfolio Committee**

District Joint Portfolio Committee is a consultative forum for the municipalities to discuss and consult on matters of mutual interest, including- information sharing, best practice and capacity building; co-operating on municipal developmental challenges affecting more than one municipality; and any other matter of strategic importance which affects the interests of the municipalities.

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6. STRUCTURES FOR IDP PROCESS AND IMPLEMENTATION cont..

• **District Joint Portfolio Committee**

Terms of Reference for the Joint portfolio committee

(1) The chairperson of the district **Joint District Development Planning Portfolio Committee Forum**:

- (a) Convene meetings of the forum meeting; and
- (b) Determines the agenda for a meeting.

(2) Local municipalities must submit suggestions for inclusion in the agenda for a meeting.

(3) The chairperson of the **Joint District Development Planning Portfolio Committee Forum** presides at meetings of the forum, but if that chairperson is absent from a meeting, the members present must elect another member to preside at the meeting.

(3) The district municipality is responsible for providing administrative and other support services to the forum.

Invitations, Notices and Agenda's of Joint Development Planning Portfolio committee Forum will be drafted, compiled and circulated to stakeholders by the secretariat not less than 7 working days before the meeting.

- Meetings of the Joint Development Planning portfolio committee Forum will be held in terms of the scheduled as attached in the Process Plan,
- The ordinary meetings will be held as per scheduled in the Process Plan and as per phases and dates outlined,
- Special meetings of Joint Development planning portfolio committee Forum will be convened when need arises and during convenient time.

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6. STRUCTURES FOR IDP PROCESS AND IMPLEMENTATION cont..

• Joint Portfolio Committee Meetings

Terms of Reference for the Joint portfolio committee

- The Joint Development Planning Portfolio Committee Forum meeting is to serve as a consultative forum for the district municipality and the local municipalities in the district to discuss and consult each other on matters of mutual interest, including-
 - (a) The implementation of national and provincial policy and legislation with respect to such matters in the district;
 - (b) Matters arising in the mayoral intergovernmental forum affecting the district;
 - (c) Mutual support in terms of section 88 of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998); The provision of services in the district;
 - (d) Coherent planning and development in the district;
 - The co-ordination and alignment of the strategic and performance plans and priorities, objectives and strategies of the municipalities in the district; and
 - Any other matters of strategic importance, which affect the interests of the municipalities in the district.
- (a) A meeting may refer a matter arising in the forum to the Mayoral intergovernmental forum if need arise.
 - (b) All Portfolio Heads are expected to give progress report in every meeting.

6. STRUCTURES FOR IDP PROCESS AND IMPLEMENTATION cont..

• District Joint Portfolio Committee

Terms of Reference for the Joint portfolio committee

- The Joint Development Planning Portfolio Committee Forum meeting is to serve as a consultative forum for the district municipality and the local municipalities in the district to discuss and consult each other on matters of mutual interest, including-
 - (a) The implementation of national and provincial policy and legislation with respect to such matters in the district;
 - (b) Matters arising in the mayoral intergovernmental forum affecting the district;
 - (c) Mutual support in terms of section 88 of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998); The provision of services in the district;
 - (d) Coherent planning and development in the district;
 - The co-ordination and alignment of the strategic and performance plans and priorities, objectives and strategies of the municipalities in the district; and
 - Any other matters of strategic importance, which affect the interests of the municipalities in the district.
- (a) A meeting may refer a matter arising in the forum to the Mayoral intergovernmental forum if need arise.
- (b) All Portfolio Heads are expected to give progress report in every meeting.

ACTION PROGRAMME WITH TIMEFRAME
ANALYSIS PHASE

PLANNING ACTIVITY	TASK	RESPONSIBLE PERSON	PARTICIPANTS	TIME SCHEDULE
COMPILATION OF IDP PROCESS PLAN AND BUDGET TIME SCHEDULE	Compile and finalise time schedule	MUNICIPAL MANAGER	STEERING COMMITTEE MUNICIPAL MANAGER, GENERAL MANAGERS, SENIOR MANAGERS, CDW'S AND MANAGERS AND DISTRICT REP.	24 July 2020 09H00
Consideration Process Plan by Portfolio committee	Submit Draft Process Plan	MUNICIPAL MANAGER	EDP&Technical Portfolio committee General Managers, Senior Managers and Managers	04 August 2020 10H00
Submit Process Plan to Rep Forum	Consultation of Community stakeholders	Mayor supported by All GENERAL MANAGERS Of all Departments	REP. FORUM Mayor, Executive Committee and Councillors	13 August 2020 10H00 – Villages 18H00 – Nancefield
Consideration Process Plan to Executive committee	Submit Draft Process Plan	PORTFOLIO HEAD: EDP&TECHNICAL	Executive Committee Exco Members, Municipal Manager and General Managers	17 August 2020 14H00

Submit Process Plan to Council	COUNCIL Approval of the process plan	MAYOR	COUNCIL	27 August 2020 @ 14H00
1. Compilation of existing information	Identification of gaps & collection of information and SDBIP report	Steering committee	Steering committee	03 September 2020 @ 09:00
2. Wards and stakeholder level analysis	Analysing inputs from Wards & stakeholders	Steering committee Ward committees	Steering committee Workshops	03 September 2020 @ 09:00
3. Reconciling existing information	Reconciling activities 1. & 2.	Steering committee	Steering committee	03 September 2020 @ 09:00
4. Municipal wide analysis	Identification & analysis of gaps within municipal wide issues.	Steering committee	Steering committee	03 September 2020 @ 09:00
5. Spatial analysis	Identification and analysis	Steering committee	Steering committee Technical Manager	03 September 2020 @ 09:00
6 Socio-economic. Analysis	Identification & analysis of socio-economic issues	Steering committee	Steering committee Sector departments	03 September 2020 @ 09:00
7. Formulation of Municipal priority issues	Review the municipal priority issues	Mayor supported by all General managers of departments	Representative forum	10 September 2020 @ 10:00 – Villages 18H00- Nancefield
8. Issuing of detailed Financial planning and IDP review guidelines	Budget meeting	CFO / Manager: Budget	All HOD's	17 September 2020
9. In-depth analysis of priority issues	In-depth analysis of reviewed priority issues	Steering committee	Steering committee Sector departments	08 October 2020 @ 09:00
10. In-depth analysis of priority issues sector specific guidelines and programmes	In-depth analysis of reviewed sector specific issues	Steering committee	Steering committee Sector departments	08 October 2020 @ 09:00

11. Finalisation of analysis phase in terms of IDP Process Plan			All HOD's	15 October 2020
12. Consolidation of analysis results	Compiling summary reports for each priority issues	Mayor supported by all General managers of departments	Representative Forum	05 November 2020 @ 10:00 – Villages 18H00 - Nancefield

STRATEGIES PHASE

PLANNING ACTIVITY	TASK	RESPONSIBLE PERSON	PARTICIPANTS	TIME SCHEDULE
1. Vision	Reviewing the vision	Mayor and Council	Representative Forum	05 November 2020 @ 10:00 – Villages 18H00 - Nancefield
2. Working objectives	Reviewing the objectives	Mayor and Council	Representative Forum	05 November 2020 @ 10:00 – Villages 18H00 - Nancefield
3. Develop Vision Mission and Working Objectives at the Strategic Planning Session	Developing Vision ,Mission and Working objectives	Speaker and Municipal Manager	Council, Section 56 and 57 Managers, Managers Specialists both Local and District	Strategic Planning session before December 2020
4. Departmental Budget submissions (Budget and Business Plans) and Budget meeting	Budget Presentation	CFO	All HOD's	Strategic Planning session before December 2020
4. Localised strategic guidelines	Reviewing localised strategic objectives	Steering committee	Steering committee	Strategic Planning session before December 2020
5. Financial strategy	Refine resource frames & redesigning financial strategies	Chief Financial Officer	Steering committee	Strategic Planning session before December 2020

PROJECT PHASE

PLANNING ACTIVITY	TASK	RESPONSIBLE PERSON	PARTICIPANTS	TIMESCHEDULE
1. Establishing preliminary Budget allocations and Budget meeting	To ensure a link between proposed projects and available resources	Steering committee	Steering committee	07 January 2021 @ 09:00 (items 1-8)
2. Reviewing project proposals	Reviewing project proposals	Steering committee	Task teams(clusters)	07 January 2021 @ 09:00 (items 1-8)
3. Target group participation in project planning	Ensuring that the proposed projects meet the expectations of the targeted groups	Steering committee	Task teams(clusters) Targeted groups	07 January 2021 @ 09:00 (items 1-8)
4. Involvement of project partners	To ensure that the project proposals are linked to specific sector guidelines	Steering committee	Sector departments	07 January 2021 @ 09:00 (items 1-8)
5. Setting indicators for objectives	To illustrate the impact of the project on the targeted groups	Steering committee	Project Task Teams	07 January 2021 @ 09:00 (items 1-8)
6. Project output/target/locations	To provide a basis for a viable management tool	Steering committee	Project task teams	07 January 2021 @ 09:00 (items 1-8)
7. Major activities/timing/responsible agencies	To provide a basis for a viable management tool	Steering committee	Project task teams	07 January 2021 @ 09:00 (items 1-8)
8. Cost/Budget estimates/Source of finance	To provide a basis for a viable management tool	Steering committee	Project task team	07 January 2021 @ 09:00 (items 1-8)

INTEGRATION PHASE

PLANNING ACTIVITY	TASK	RESPONSIBLE PERSON	PARTICIPANTS	TIMESCHEDULE
1. Screening of draft project proposals	Checking project compliance with priority issues & strategies	Mayor supported by all General Managers of departments	Representative Forum	04 February 2021 @ 10:00 – Villages 18H00 – Nancefield
2. Integrating projects and programmes	To ensure a holistic approach to develop projects	Steering committee	Steering committee Sector departments	11 February 2021 @ 09:00
3. Five Year Financial Plan	To create MTEF for planning budget link	Chief Financial Officer	Steering committee	11 February 2021 @ 09:00
4. Five Year Capital Investment Plan	To inform the municipal Budget	Chief Financial Officer	Steering committee	11 February 2021 @ 09:00
5. Integrated Spatial development Framework	To create a framework for integrated land-use management	General Manager Technical Services	Steering committee Department of land affairs, Service provider	11 February 2021 @ 09:00
6. Integrated LED Programme	To ensure that the IDP is focused on poverty reduction and gender equity	Manager IDP	Steering committee Service Provider	11 February 2021 @ 09:00
7. Integrated Environmental Programme	To ensure that proposed projects do not impact negatively on environment	General Manager Community Services	Steering committee Environmental specialist	11 February 2021 @ 09:00

8. Integrated Institutional Programme	To ensure institutional transformation & integrated management systems	Municipal Manager	Steering committee	11 February 2021 @ 09:00
9. Workplace Skills Plan	To ensure a holistic approach to skills Development and Training	General Manager Corporate Services	Steering committee	11 February 2021 @ 09:00
10. Performance Management Indicators	Setting KPI's	Municipal Manager	Steering committee	11 February 2021 @ 09:00
11. Approval Phase of Budgetary / Affordability (Strategic Phase, Project Phase, Integration Phase)		Municipal Manager	Steering Committee	11 February 2021 @ 09:00

APPROVAL PHASE

PLANNING ACTIVITY	TASK	RESPONSIBLE PERSON	PARTICIPANTS	TIMESCHEDULE
1. Providing opportunity for comments from Sector Departments	Integrating plans and programmes in compliance with sector guidelines	Steering committee	Sector departments	To be finalised by 04 February 2021
2. Draft adoption of Tabled Budget, SDBIP and revised IDP by Portfolio Committee	To adopt the IDP, Budget and SDBIP as a legal binding document	Municipal Manager	EDP&Technical Portfolio committee General Managers, Senior Managers and Managers	04 March 2021 10H00
3. Draft adoption of Tabled Budget, SDBIP and revised IDP by Executive Committee	To adopt the IDP, Budget and SDBIP as a legal binding document	Portfolio Head: EDP & Technical	Executive Committee Exco Members, Municipal Manager and General Managers	16 March 2021 10H00
4. Draft adoption of Tabled Budget, SDBIP and revised IDP by council	To adopt the IDP, Budget and SDBIP as a legal binding document	Mayor	Council	24 March 2021 14H00 @ council chambers
5. Providing opportunity for comments from the public	Publishing of a notice for public comments and Wards General meetings	Steering committee	Communities and other stakeholders	01 April 2020 to 29 April 2021
6. Incorporating comments	To incorporate identified gaps into the IDP	Steering committee	Steering committee	30 April 2021 @ 09:00
7. Final Draft adoption of Tabled Budget, SDBIP and revised IDP by	To adopt the IDP, Budget and SDBIP as a legal binding document	Municipal Manager	EDP&Technical Portfolio committee General Managers, Senior	06 May 2021 10H00 @ council chambers

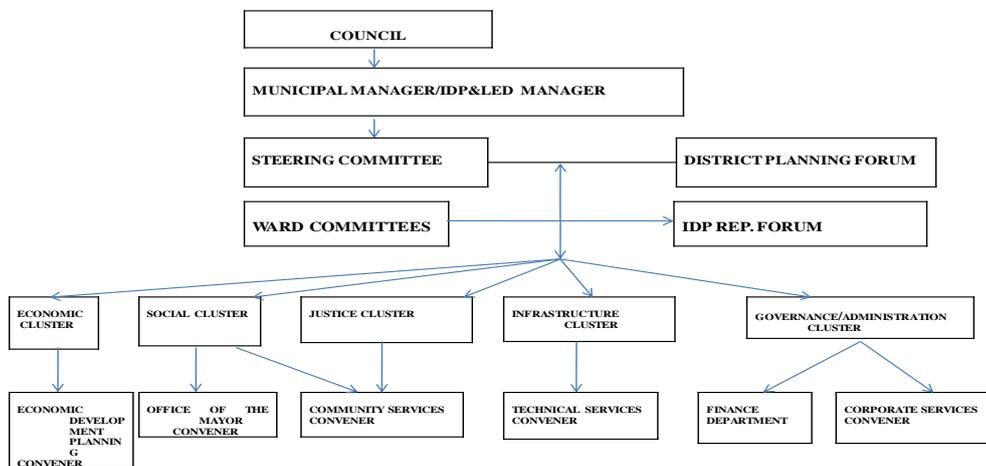
Portfolio committee			Managers and Managers	
8. Final Draft adoption of Tabled Budget, SDBIP and revised IDP by Executive Committee	To adopt the IDP, Budget and SDBIP as a legal binding document	Portfolio Head: EDP & Technical	Executive Committee Exco Members, Municipal Manager and General Managers	11 May 2021 10H00 @ council chambers
9. Final Draft adoption of Tabled Budget, SDBIP and revised IDP by council	To adopt the IDP, Budget and SDBIP as a legal binding document	Mayor	Council	20 May 2021 14H00 @ council chambers
10. Submission to MEC local government and Housing	To comply with legislation.	Municipal Manager		June 2021

BUDGET PROCESS

PLANNING ACTIVITY	TIME SCHEDULE
Approval of Budget time schedule	27 August 2020
Income Budget Submission	25/26 September 2020
Departmental Budget Submission (Budget and business Plans)	16 October 2020
Departmental Budget meeting with Municipal manager	13 November 2020
Budget meeting	4 March 2021
Tabling of first draft Budget, SDBIP (Service delivery Budget implementation plan)	24 March 2021
Provincial Treasury session on draft budget	
Upload budget on municipal website and SMS distribution for budget reviews and public input at satellite offices and municipal offices.	1 April 2021 -29 April 2021
Provincial Treasury budget engagements	May 2021
Tabling Final Budget, SDBIP	20 May 2021
Budget speech and Approval of Budget and SDBIP	End June 2021
Submission of approved budget to National Treasury, Provincial Treasury and Other Stakeholders	On or Before 14 th June 2021

INSTITUTIONAL ARRANGEMENTS

INSTITUTIONAL ARRANGEMENTS FOR IDP PROCESS PLAN IMPLEMENTATION



Pre- planning> July-August
Analysis and Strategies> September-Dec
Integration and projects> Jan-Feb
Draft IDP> March
Public participation> April
Final IDP> May