



"Annexure A"

Integrated Development Plan 2021-2026 - Process Plan Framework 2021/2022

Contents

LIST OF ACRONYMS.....	3
1. IDP PROCESS PLAN.....	4
1.1 Introduction.....	4
1.2. Legislative background	5
1.3 IDP Planning Phase.....	6
Figure 1: IDP Planning Cycle.....	6
1.4 Timeframes for IDP/Budget Process Plan	7
<i>Table 1: Activities, Responsibilities and Timeframes for IDP Process Plan</i>	<i>9</i>
1.5 Institutional Arrangements, Roles & Responsibilities	10
<i>Table 2: IDP Institutional Roles & Responsibilities</i>	<i>12</i>
1.6 IDP Planning Process Flow	13
Figure 2: IDP Process Flow	13
1.7 Mechanisms and Procedures for Public Participation	14
Figure 3: Process Flow for IDP Community Inputs.....	15
1.8 Communication System	16
1.9 Conclusion.....	16

LIST OF ACRONYMS

- BTO** - Budget and Treasure Office
- CBO** - Community Based Organisation
- CDW** - Community Development Workers
- ED** - Executive Director
- EXCO** - Executive Committee
- IDP** - Integrated Development Plan
- MCLM** - Merafong City Local Municipality
- MEC** - Member of Executive Committee
- MSA**- Municipal Systems Act
- NGO**- Non- Governmental Organisation
- PMS** - Performance Management System
- SMME**- Small Medium Management Enterprises

1. IDP PROCESS PLAN

1.1 Introduction

It is required by legislation that a municipal council adopt a process to guide the planning, drafting and adoption of its IDP. The 2021/22 IDP Process Plan would be considered as the first annual draft of the 5 years elective Council term of 2021-2025.

Local Government: Municipal System Act 28(1) “each municipal council must adopt a process set out in writing to guide the planning drafting adoption and review of its integrated development plan.”

This Process Plan outlines the programme to be followed and provides detail on the issues specified in the Act. A Process Plan is required to include:

- A programme specifying time-frames for the different steps;
- Outline mechanisms, processes and procedures for consultation of the community, organs of state, traditional authorities and role-players;
- Identify all plans and planning requirements binding on the municipality, and be consistent with any other matters prescribed by legislation.

Local Government: MSA 29(1) “the process followed by a municipality to draft its integrated development plan, including its consideration and adoption of the draft plan, must –

(a) Be in accordance with pre-determined programme specifying timeframes for the different steps;

(b) Through appropriate mechanisms, processes and procedures established in terms of Chapter 4 allow for-

- The local community to be consulted on its development needs and priorities;

ii. The local community to participate in the drafting of the IDP;

iii. Organs of state, including traditional authorities, and other role players to be identified and consulted on the drafting of the IDP;

(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”.

1.2. Legislative background

The Local Government: Municipal Systems Act prescribes core component that must be reflected on, in the IDP. Section 26 of the MSA, in relation to the Structure of the IDP, states that “An integrated Development plan must reflect:

- 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 Section 41.

To achieve the above, the Municipality will follow the review process that will ensure that all the core components of the IDP are reflected.

1.3 IDP Planning Phase

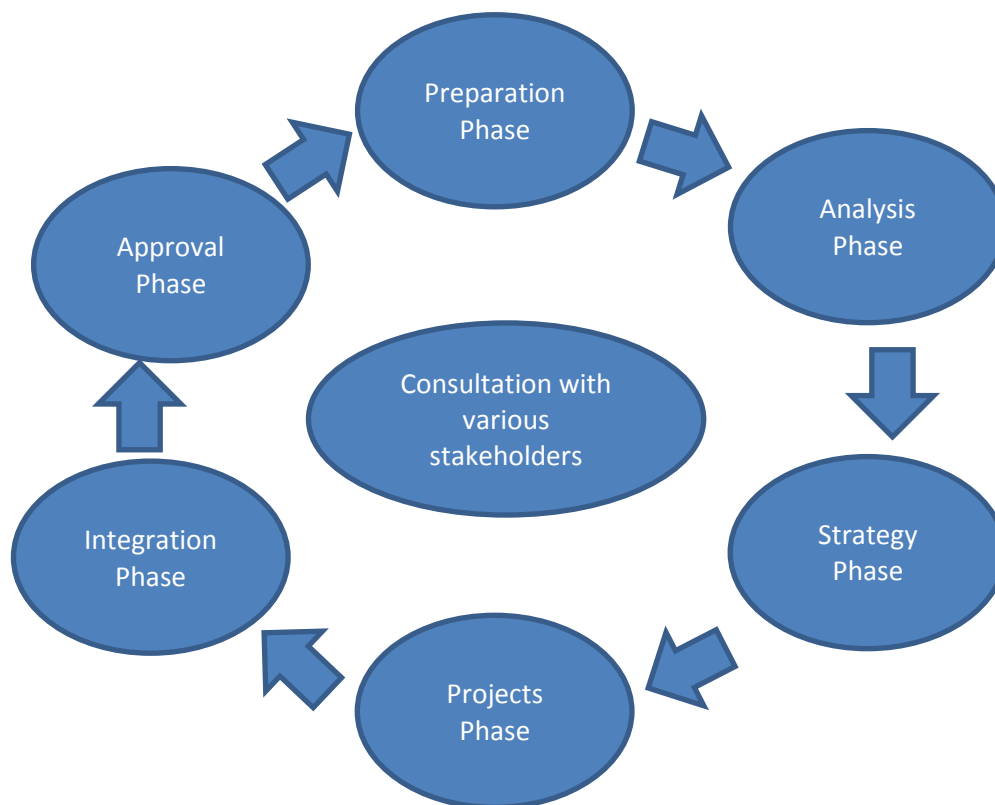


Figure 1: IDP Planning Cycle

The IDP cycle illustrates various phases of the planning cycle. The major phases of are;

- Preparation phase
- Analysis phase
- Strategy phase
- Project phase
- Integration phase
- Approval phase

These phases are related to budget, SDBIP and timeframes.

1.4 Timeframes for IDP/Budget Process Plan

ACTIVITIES	RESPONSIBLE	DATES
PLANNING PROCESS		
Preparation for IDP process plan	IDP	July 2020
Adoption of IDP/ Budget Process Plan for 2021/2022	Council	August 2020
Public notice of the adopted IDP/Budget Process Plan for 2021/2022	IDP	October 2020
Submission of the IDP Process Plan to MEC for Local Government, National & Provincial Treasury Departments	IDP	September 2020
STATUS ANALYSIS PHASE		
Demographic & Service Delivery data analysis	IDP	September 2020
Socio-Economic data analysis	ED & P	September 2020
Institutional data analysis	CSS	September 2020
Spatial data analysis	ED & P	September 2020
Environmental sustainability data analysis	ED &	September 2020

ACTIVITIES	RESPONSIBLE	DATES
PUBLIC CONSULTATION PHASE		
Planning of 2021/2022 public participation to determine the following: <ul style="list-style-type: none"> • What needs to be improved for the public participation? • What are the possible alternatives for the next public participation? • Presentations of Community Inputs and Service Delivery achievement by Departments to Budget Committee 	All Executive Directors, IDP and Public Participation office.	November 2020
Public Participation - IDP Roadshows/Virtual Presentations	IDP, Public Participation Office & HOD's	November/December 2020
IDP Roadshow Report: <ol style="list-style-type: none"> 1. List of community priority needs 2. List of all community needs submitted to departments for consideration 	IDP	December 2020
STRATEGIC ALIGNMENT PHASE		
Vision and Mission	All Departments	Jan/Feb 2021
Objectives and development priorities	All Departments	Jan/Feb 2021
Priority Programme and Project Identification	All Departments	Jan/Feb 2021
PERFORMANCE AND BUDGET REVIEW PHASE		
Submission of Mid-year performance report	PMO	Jan/Feb 2021
Municipal Strategic Analysis	MAYCO/EXCO	Jan/Feb 2021
PROGRAMME AND PROJECTS PHASE		
Priority Programmes and Projects	All Departments	Feb 2021
CAPEX and OPEX costing	BTO	1-15 March 2021

ACTIVITIES	RESPONSIBLE	DATES
Agreement on changes proposed by Executive Mayor and Councillors on IDP/Budget	BTO	15-26 March 2021
ALIGNMENT OF NATIONAL & PROVINCIAL PROGRAMME PHASE		
Consideration and ensuring that MEC comments are addressed	IDP	1-15 March 2021
Integration and Alignment of sectoral plans into the IDP	IDP	1-15 March 2021
Integration and Alignment of operational plans into the IDP	All Departments	March 2021
FINAL CONSULTATION AND APPROVAL		
Tabling of the draft IDP/Budget	IDP/Budget	March 2021
Public Participation - IDP virtual presentations	IDP, Speaker's Office & HOD's	April/May 2021
<ul style="list-style-type: none"> • IDP Roadshow Report 1. List of community priority needs 2. List of all community needs submitted to departments for consideration 	IDP	April/May 2021
<ul style="list-style-type: none"> • Tabling of Annual IDP/Budget/SDBIP for consideration/ adoption. 	Council	May 2021
<ul style="list-style-type: none"> • Submission of the approved IDP to the MEC of Local Government 	IDP Division	June 2021

Table 1: Activities, Responsibilities and Timeframes for IDP Process Plan

1.5 Institutional Arrangements, Roles & Responsibilities

The review of the Integrated Development Plan and Budget involves municipal officials, Councillors, as well as stakeholders external to the Municipality. The proposed roles & responsibilities of institutional structures are described in the table below:

STRUCTURE	COMPOSITION AND RESPONSIBILITY
<p>The Executive Mayor of Merafong City Local Municipality</p>	<p>The Executive Mayor of MCLM Municipality has the ultimate responsibility for the preparation and implementation of the IDP, Budget & Performance Management. In his executive capacity the Executive Mayor has to:</p> <ul style="list-style-type: none"> • Be responsible for the overall oversight, development and monitoring of the process or delegate IDP & PMS responsibilities to the Municipal Manager; • Ensure that the budget, IDP & budget related policies are mutually consistent & credible; • Approve nominated persons that will be responsible for different roles and activities within the IDP/Budget process; and • Submit the revised IDP & the Annual Budget to the municipal Council for adoption.
<p>Merafong City Municipal Council</p>	<p>The MCLM Council is the ultimate political decision-making body of the municipality and the Council has the responsibility to:</p> <ul style="list-style-type: none"> • Consider and adopt the IDP Process Plan & time schedule for the preparation, tabling & approval of the annual budget; • Consider and adopt the IDP and annual Budget; • Ensure the municipal budget is coordinated with and based on the IDP; • Adopt a Performance Management System (PMS); and • Monitor progress, IDP implementation.
<p>Ward Councillors; Ward Committees;</p>	<ul style="list-style-type: none"> • Ward Councillors and Ward Committees are the major link between the municipal government and the residents. Role and responsibilities; • Form a link between municipal

	<p>governance and the community;</p> <ul style="list-style-type: none"> • Link the planning process to their constituencies and/or wards; • Ensure communities understand the purpose and the key mechanisms of the IDP, Budget process, Performance Management and are motivated to actively participate; • Facilitate public consultation and participation within their wards; • Provide feedback to their communities on the adopted IDP and Budget and SDBIP.
<p>Joint Portfolio Committee of Finance and Corporate Support Services</p>	<p>The Joint Portfolio Committees will provide general political guidance over the IDP/Budget & PMS review process. The Portfolio Committee will be chaired by the Political Heads of Finance as well as Corporate and will be constituted of Councillors from Corporate and Finance Section 80 portfolios.</p>
<p>Budget Steering Committee</p>	<p>The Budget steering committee is responsible for recommending the budget document as well as any other budget related issues such as changes in internally funded projects, prior to approval by council. This committee is chaired by the Executive Mayor or his/her delegated representative, with chairpersons of the portfolio committees and all Section 56 employees serving as members.</p>
<p>Municipal Manager and Executive Directors</p>	<p>The Municipal Manager has the responsibility to provide guidance and ensure that the administration actively participates and supports the development and review of the IDP and Budget and works towards its implementation. EDs are responsible for championing IDP/Budget processes with their departments. This is done through:</p> <ul style="list-style-type: none"> • Ensure understanding of the importance of integrated planning; • Ensure quality distribution of information related to IDP/Budget processes; • Ensure active participation to all matters related to IDP/Budget processes.

<p>IDP/Budget Steering Committee</p>	<p>The IDP/Budget Steering Committee is chaired by the Executive Mayor. The tasks of the steering committee are to:</p> <ul style="list-style-type: none"> • Provide technical oversight and support to the IDP/ Budget review and its implementation; • Consider and advise on IDP/ Budget content and process; • Ensure IDP & budget linkage; • Ensure Performance Management is linked to the IDP; • Ensure the organisation is oriented to implement the IDP; and • Ensure time-frames set for the review are met.
<p>Departments</p>	<p>Departments are responsible for sector planning and for the implementation of the IDP. The participation of all Departments is thus critical and they:</p> <ul style="list-style-type: none"> • Provide technical / sector expertise and information, throughout the IDP Budget process; • Ensure that the review process is participatory, integrated, strategic, and implementation-oriented, budget linked and aligned with and satisfies sector planning requirements.
<p>Public Consultation/ IDP Roadshows consultation committee</p>	<p>The IDP roadshow Committee include the following divisions:</p> <ul style="list-style-type: none"> • IDP; • Municipal Governance Support; • Secretariat; • Budget & Treasury; • Corporate Communications and Customer Care; and • Public Safety. <p>The purpose of the Committee is to provide technical guidance and ensure the administrative co-ordination of key public consultations.</p>

Table 2: IDP Institutional Roles & Responsibilities

1.6 IDP Planning Process Flow

The inter-relations between the various structures as identified above as well as the workflow process to be followed in the drafting of the IDP is presented in the diagram below;

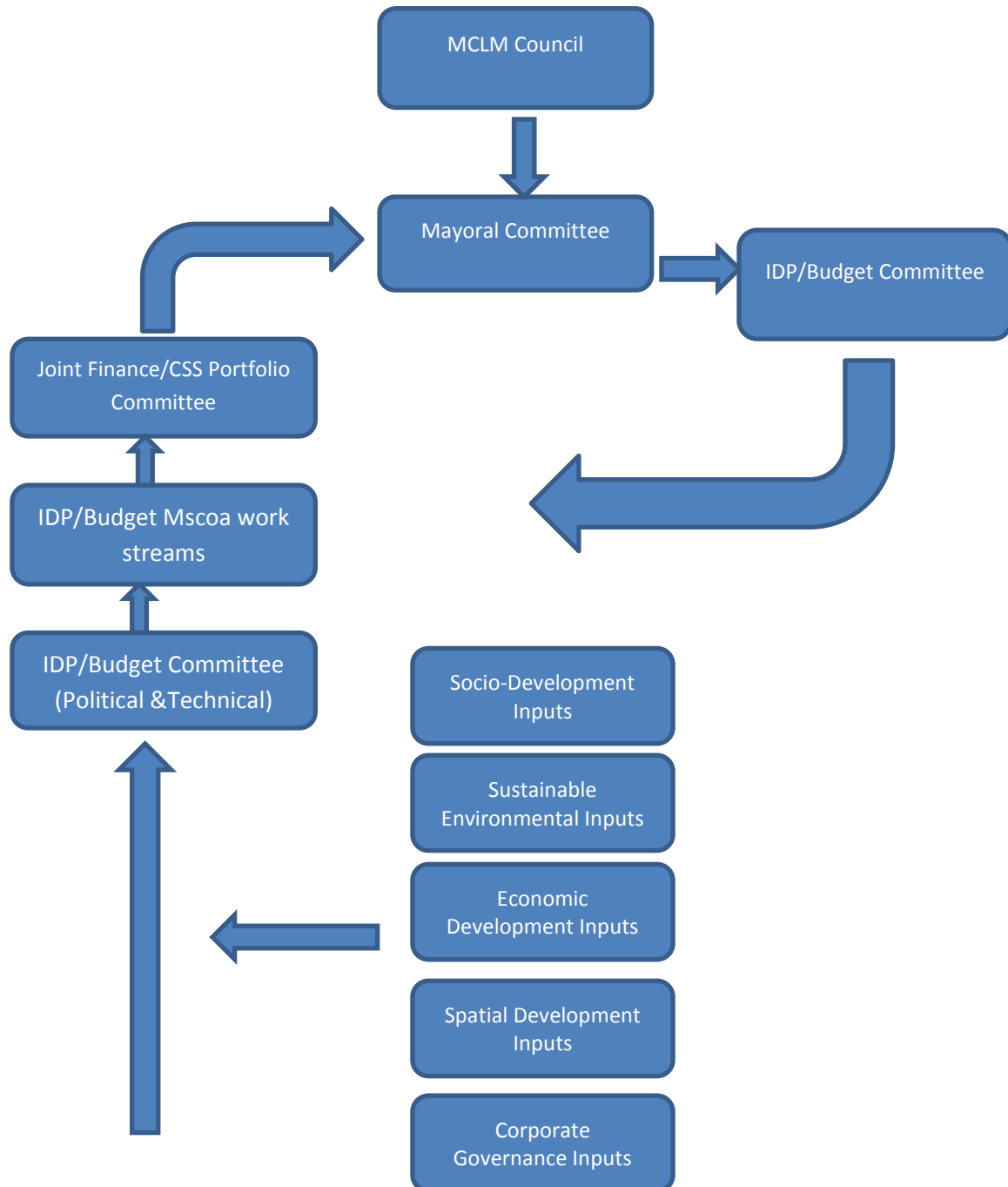


Figure 2: IDP Process Flow

1.7 Mechanisms and Procedures for Public Participation

Section 16 of the Local Government MSA prescribes that:

A municipality must develop a culture of municipal governance that complements formal representative government with a system of participatory governance, and must for this purpose-

(a) encourage, and create conditions for, the local community to participate in the affairs of the municipality, including in:

(i) The preparation, implementation and review of its integrated development plan in terms of Chapter 5

(ii) the establishment, implementation and review of its performance management system in terms of Chapter 6

(iii) the monitoring and review of its performance, including the outcomes and impact of such performance

(iv) the preparation of its budget; and

(v) strategic decisions relating to the provision of municipal services in terms of Chapter 8;

(b) contribute to building the capacity of:

(i) the local community to enable it to participate in the affairs of the municipality; and

(ii) councillors and staff to foster community participation; and

(c) Use its resources, and annually allocate funds in its budget, as may be appropriate for the purpose of implementing paragraphs (a) and (b)."

For purposes of compliance with this legislative requirement, the MCLM has established formal structures for effective participation in the IDP processes. Below is a description of the participatory function of each of the various structures established for the IDP process:

IDP Sector and cluster meetings– constituted of formal representatives of various civic and community organisations as well as other formal structures affected by the development efforts of the municipality such as:

Youth, disabled, Tourism, Farmer's organisations and SMMEs

NGOs & CBO

CDWs and Ward Committees

MCLM consults its communities on an on-going basis to solicit inputs in as far as the development challenges they face are concerned. To do this in an effective, efficient and structured manner, the MCLM has institutionalised a process of community engagement through the Mayoral Roadshows.

These are community meetings held at the ward level where direct participation by communities is encouraged. To complement this process, ward level planning where planning methods are used to gather data are utilised.

Process flow for IDP Community Needs

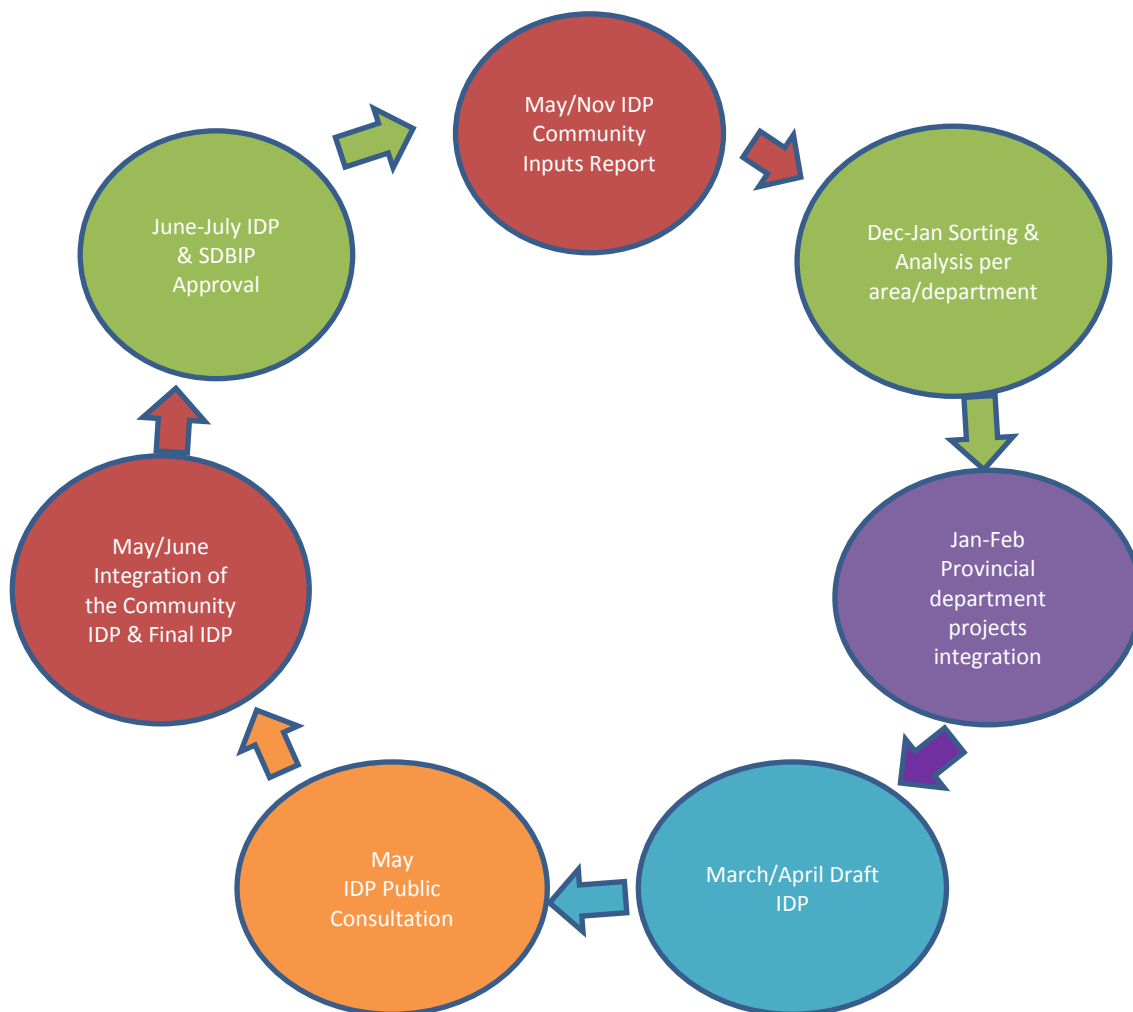


Figure 3: Process Flow for IDP Community Inputs

Figure 3, above, refers to the IDP community needs inputs process flow. The process flow provides a guideline on the IDP capturing of community inputs received during IDP roadshows. Immediately after the IDP Roadshows, the process flow indicates that community needs will be captured.

The ward councillors and ward committee would be consulted to verify and prioritise the IDP community needs, thereafter the IDP priority needs are to be submitted to EXCO and Mayoral Committee.

Finally, the needs would be part of the Budget consideration and presentations for the cluster ward community meetings.

1.8 Communication System

The MSA requires that municipalities inform communities of the various processes that are undertaken during the review of the IDP and budget. Section 21 of the Act prescribes the various media formats that must be utilised for this purpose. MCLM publicise all IDP meetings and engagements, approval of documents, and publicise all IDP/PMS/Budget related activities in the following media forms:

- Print Media, local newspapers, and municipal website

Appropriate language usage

English will be used as the medium of exchange. However, in community meetings, the dominant and a local language would be utilised.

Public Participation during National-wide Lockdown

Community engagement sessions during national lockdown due to the Covid-19 would be undertaken from virtual public participation. The Municipality would strive to use all media of communication to reach to as many people as possible.

1.9 Conclusion

The 2021-2026 IDP commences with the approval of the IDP process plan adoption. This report provides an outline of the development of the IDP to follow from planning until approval. It also provides the timelines, roles and responsibilities of all in the municipality. The public consultation process is outlined to ensure that the process planning and implementation. This process plan would help to provide a foundation for 2021 /2022 IDP Development.