



**Integrated
Development Plan
2021-2026:
Process Plan
Review: 2023/2024**

“ANNEXURE A”

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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 2022/2023 IDP Process Plan would be considered as the second revision of the 5 years elective Council term of 2021-2026.

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

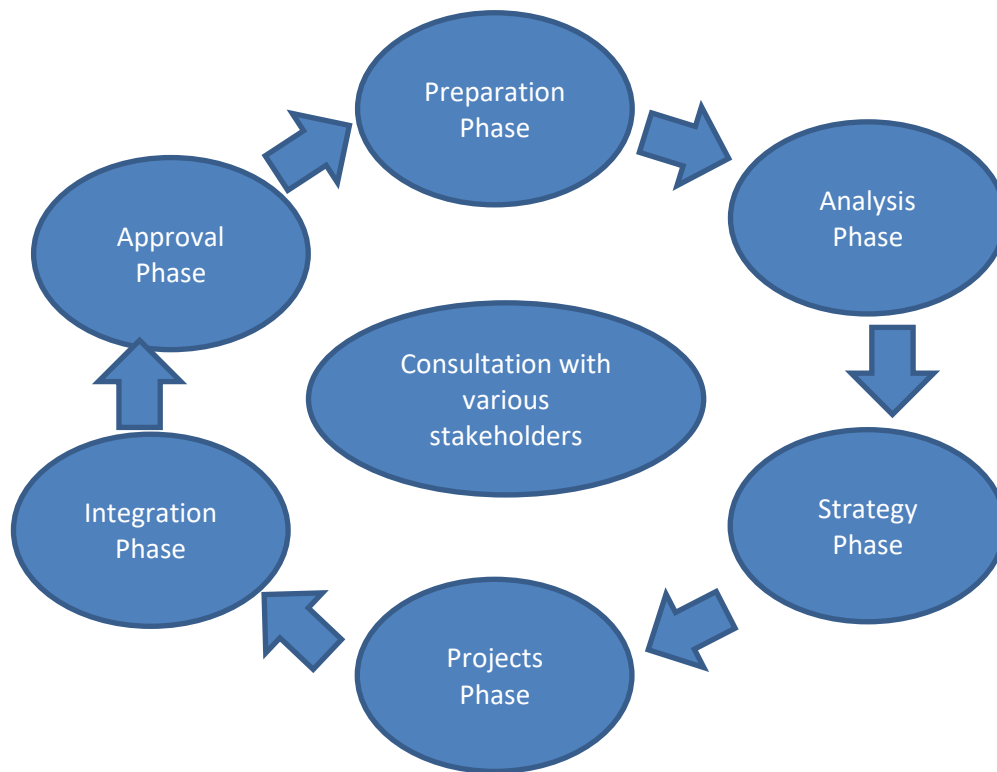


Figure 1: IDP Planning Cycle

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 revised IDP Process Plan	IDP Section	July 2022
Adoption of IDP/ Budget Process Plan for 2023/2024 IDP/Budget.	Council	August 2022
Public notice of the adopted IDP/Budget Process Plan for 2023/2024 IDP/Budget Review	IDP Section	September 2022
Submission of the IDP Process Plan to MEC for Local Government, National & Provincial Treasury Departments	IDP Section	September 2022
STATUS ANALYSIS PHASE		
Demographic & Service Delivery data analysis	IDP Section	September 2022
Socio-Economic data analysis	ED & P Department	September 2022
Institutional data analysis	CSS	September 2022
Spatial data analysis	ED & P Department	September 2022
Environmental sustainability data analysis	ED & P Department	September 2022

ACTIVITIES	RESPONSIBLE	DATES
PUBLIC CONSULTATION PHASE		
Review of 2023/2024 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? 	All Executive Directors, IDP Section and Public Participation Office.	October 2022
Public Participation – IDP Roadshows Presentation to the Community/Stakeholders	IDP Section, Public Participation Office & HOD's	November 2022 – December 2022
IDP Roadshow Report(s) <ul style="list-style-type: none"> • List of community priority needs • List of all community needs submitted to departments for consideration 	IDP	December 2022
STRATEGIC ALIGNMENT PHASE		
Vision and Mission	All Departments	Jan/Feb 2023
Objectives and development priorities	All Departments	Jan/Feb 2023
Priority Programme and Project Identification	All Departments	Jan/Feb 2023
PERFORMANCE AND BUDGET REVIEW PHASE		
Submission of Mid-year performance report	PMO/PMS	Jan/Feb 2023
PROGRAMME AND PROJECTS PHASE		
Priority Programmes and Projects	All Departments	Feb 2023
CAPEX and OPEX costing	BTO	March 2023
Agreement on changes proposed by Executive Mayor and Councillors on IDP/Budget	BTO	March 2023

ACTIVITIES	RESPONSIBLE	DATES
ALIGNMENT OF NATIONAL & PROVINCIAL PROGRAMME PHASE		
Consideration and ensuring that MEC comments are addressed	IDP	March 2023
Integration and Alignment of sectoral plans into the IDP	IDP	March 2023
Integration and Alignment of operational plans into the IDP	All Departments	March 2023
FINAL CONSULTATION AND APPROVAL		
Tabling of the draft IDP/Budget	IDP/BTO	March 2023
Statutory Public Participation Process	IDP, Speaker's Office & HOD's	April/May 2023
IDP Roadshow Report <ul style="list-style-type: none"> • List of community priority needs • List of all community needs submitted to departments for consideration 	IDP	April/May 2023
<ul style="list-style-type: none"> • Tabling of Annual IDP/Budget for consideration/adoption. 	Council	May 2023
<ul style="list-style-type: none"> • Submission of the approved IDP to the MEC of Local Government 	IDP Section	June 2023

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
The Executive Mayor of Merafong City Local Municipality	<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.
Merafong City Municipal Council	<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.
Ward Councillors; Ward Committees;	<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 governance and the community;

	<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 & Budget Roadshows consultation committee</p>	<p>The IDP roadshow Committee include the following divisions:</p> <ul style="list-style-type: none"> • IDP Section • Public Participation Office • Roads & Stormwater • Revenue Office • Corporate Communications • Electrical Section • Waste Management Section • Water & Sanitation Section • Human Settlement Section • 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;

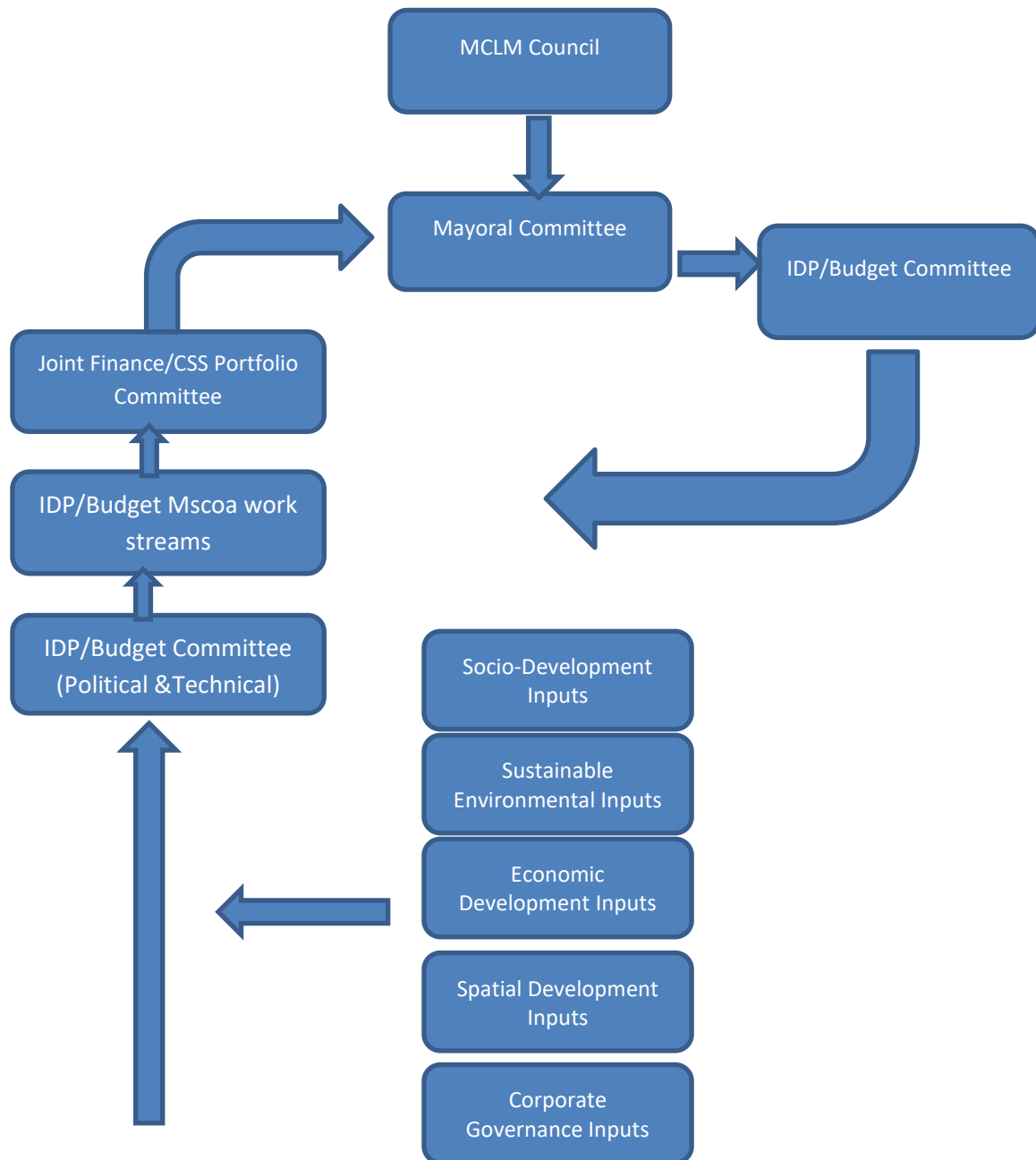


Figure 2: IDP Process Flow

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

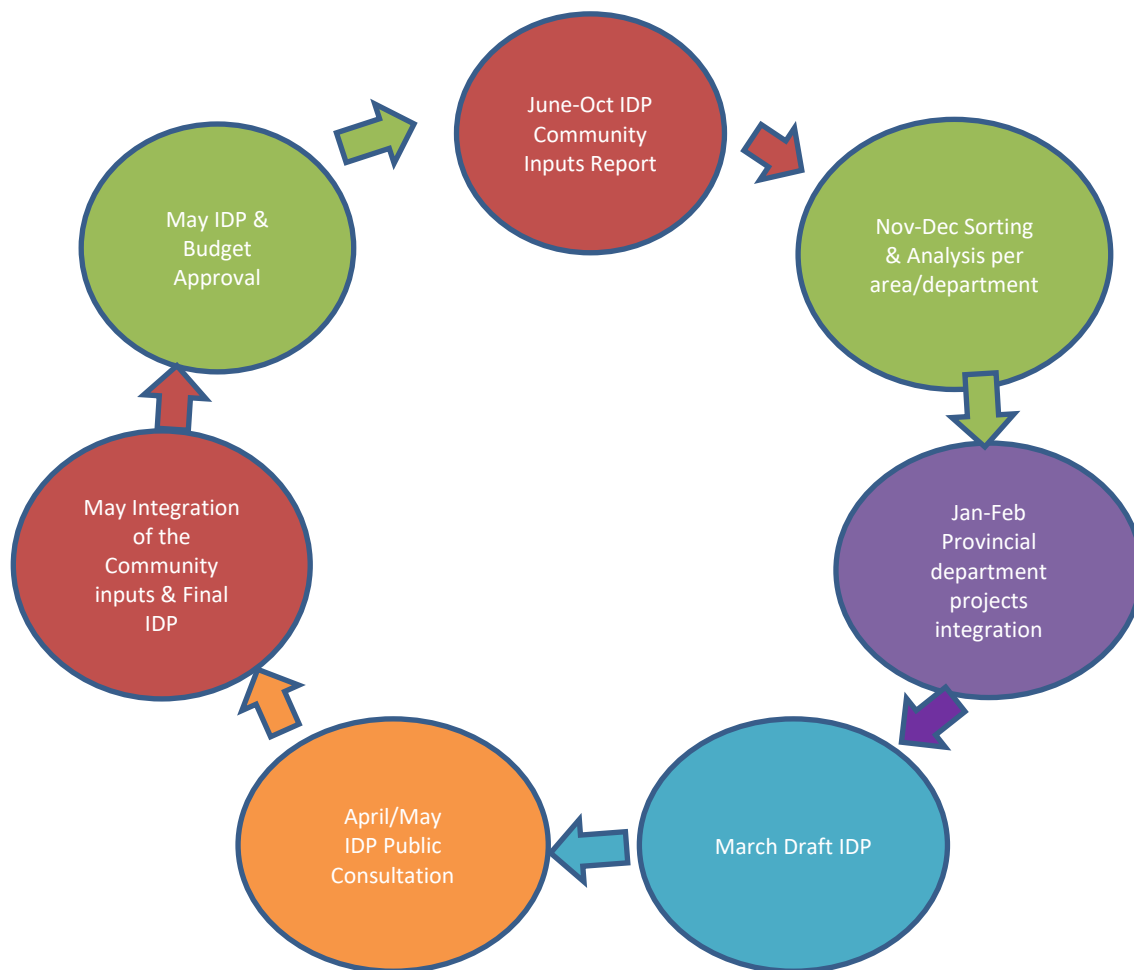


Figure 3: Process Flow for IDP Community Inputs

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 Members would be consulted to verify and prioritise the IDP community needs, thereafter the IDP priority needs are to be submitted to EXCO and IDP Steering Committee.

Finally, the needs would be part of the Budget consideration and presentations for the 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/Budget related activities in the following media forms:

- Local newspapers, social media platforms (Municipal Facebook & Whatsapp groups) 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.

1.9 Conclusion

The IDP Review Process Plan has outlined the timeframes, role players, mechanisms of alignment and the binding legislations towards ensuring that the **2023/2024** IDP and Budget for Merafong City Local Municipality are tabled and also approved within the legislated time frames. Compliance with the timeframes provided will allow enough time to table the Draft IDP and Budget on or before March 2023 and take it council for approval on or before May 2023.

The achievement of an aligned and also successful implementation of the IDP depends on the co-operation of all the role players in order to achieve their developmental objectives in a spirit of co-operative governance.

1.10 Activities and Time-Frames for 2023-2024 IDP Process Plan

PHASES	ACTIVITIES	RESPONSIBLE	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
INTERGOVERNMENTAL PLANNING PROCESS	District IDP Review Framework (IDP REP Forum).	IDP Manager												
	Alignment of LM's Process Plan with the District IDP Review Framework.	IDP Manager(District & Local												
	Mayoral committee to consider the IDP Review Framework.	IDP Manager												
	Council to approve the IDP Review Framework.	IDP Manager												
	IDP week with Sector Departments.	MMC's Internal HOD's and IDP Manager												
	-Social Analysis	Health and Social Department												
	-Public Safety Analysis	Public safety												
	-Economic analysis	LED												
	-Institutional Analysis.	Corporate Services												
	-Environmental Analysis.	Environment and Land Use management												
	-Spatial Analysis.	Spatial Planning												
	Sector Forum Meeting.	Sector Departments and IDP Managers												
Submission of District wide Community needs prioritization.	IDP Manager's (District &LM's)&Speakers Office													
PROJECTS &PROGRAMMES	Submission of Priority development projects/Programmes to the district.	District and Locals												
	Sector Plans- Submissions	All Directorates												
	Ensure Alignment of projects and programmes with the budget.	All Directorates												
INTERGRATION	Consolidation of the Draft IDP.	All Directorates												

PHASES	ACTIVITIES	RESPONSIBLE	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
APPROVAL	Presentation of the Draft IDP (Management)	IDP Manager												
	Mayoral committee to consider Draft IDP	IDP Manager												
	Council to note the Draft IDP	Council												
	Submission of the Draft IDP to the MEC for local Government	IDP Manager												
	Public notice inviting comments for 21 days	IDP Unit												
	Provincial IDP Analysis	MIDP												
	Incorporating /Responding to comments	All Directorates												
	Presentation of the final IDP(Management)	IDP Manager												
	Presentation of the Final IDP(IDP Rep Forum	IDP Manager												
	Mayoral committee to consider the Final IDP	IDP Manager												
	Council to adopt the Final IDP	IDP Manager												
	Submission of the Council Approved IDP to the MEC for Local Government	IDP Manager												
	IMPLEMENTATION	Draft SDBIP Approval	Executive mayor											
SDBIP Approval		Executive mayor												