



LAINGSBURG
LOCAL
MUNICIPALITY
IDP Process Plan

2022/27

IDP Process Plan Review
Compiled in terms of
Sections 28 and 29 of the Municipal Systems Act, No 32 of 2000
Was adopted by the Council on 31 March 2022

The Integrated Development Plan is a municipality's principal strategic plan that deals with the most critical development needs of the municipal area (external focus) as well as the most critical governance needs of the organisation (internal focus).

The Integrated Development Plan –

- is adopted by council within one year after a municipal election and remains in force for the council's elected term (a period of five years);
- is drafted and reviewed annually in consultation with the local community as well as interested organs of state and other role players;
- guides and informs all planning and development, and all decisions with regard to planning, management and development;
- forms the framework and basis for the municipality's medium term expenditure framework, annual budgets and performance management system; and
- seeks to promote integration and coordination of actions across sectors and spheres of government.

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LAINGSBURG MUNICIPALITY

IDP 2022-2027: PROCESS PLAN

1. INTRODUCTION & STRATEGIC CONTEXT

Integrated development planning is the key tool for local government to cope with its role and function in terms of the SA Constitution and other applicable legislation. In contrast to the role municipal strategic planning has played in the past, integrated development planning is now seen as a function of municipal management, as part of an integrated system of planning and delivery. The IDP process is meant to arrive at decisions on issues such as municipal budget priorities, land management, social and economic development and institutional transformation in a consultative, systematic and strategic manner similar to the One Plan.

The One Plan is a visionary and transformative plan addressing the following interrelated District Development key transformative focus areas, content themes or principles, namely:

- Demographic Changes/People Development
- Economic Positioning
- Spatial Restructuring and Environmental Sustainability
- Infrastructure Engineering
- Integrated Service Provisioning
- Governance and Financial Management

The One Plan vision articulates a spatial and Development vision through economic growth, financial sustainability, good governance practice, infrastructure and service investment.

Furthermore, the integrated development planning process has to provide a forum for identifying, discussing and resolving the real issues in a municipality (which may be over-arching issues for the whole municipality, as well as issues of specific communities or stakeholder groups) to a level of detail which is required for realistic costing and which helps manage the implementation process without much delay.

The Process Plan fulfils the function of a business plan or an operational framework for the IDP process. It says in a simple and transparent manner what has to happen when, by whom, with whom, and where, and it includes a budget.

The 5th Generation IDP will be applicable to the Laingsburg Local Municipal Area which includes the following towns and settlements: Laingsburg, Matjiesfontein and Farming communities within the Laingsburg Municipal Area. The geographic size of the municipal area is approximately 8 781, 44 square kilometers.

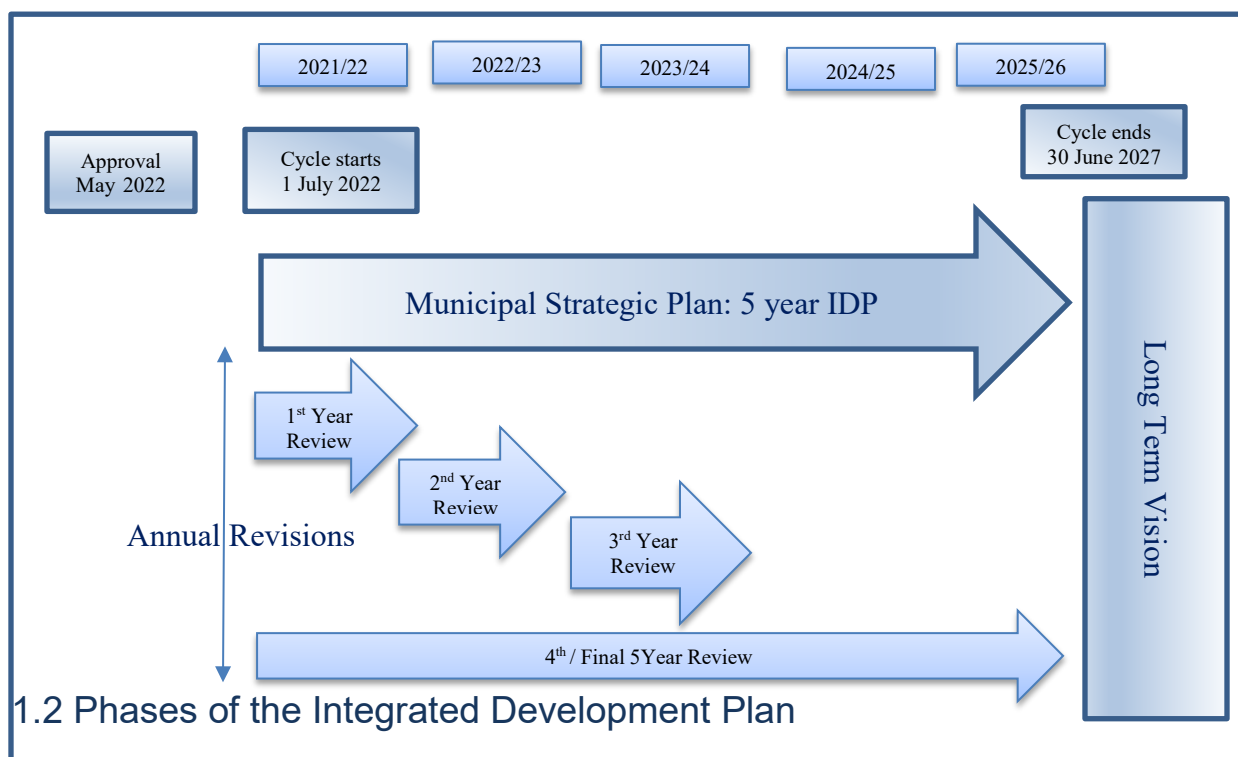
1.1 Background and context of the 2022/27 IDP

The Laingsburg Municipal IDP for the 2022-2027 financial years will be compiled for the next 5 years. Previous IDP's will form a basis for the IDP and will assist with the verification of data and statistics. The compilation of IDP's has therefore come a long way as it is seen as the continuation of processes which commenced during the formulation of the first Five year IDP as well as the long term Growth and Development Strategy.

It therefore only provide overviews on strategic areas of analyses and focus on the more relevant issues and gaps of the 5 Year IDP assessments, such as developments within the local property market & industry as well as environmental and spatial concerns within the town.

Secondly, the report focuses on the key strategic development Priorities, Outcome and Projects that will be addressed in the 2022/27 financial year and the total budget which will be linked to the refined strategic development priorities.

The approach was therefore focussed on the evaluation of the performance of the municipality in achieving its objectives, strategies and outputs chosen to address the various priority needs of the community. The approach adopted for the compilation was therefore much more introspective in order to identify the institutional gaps within implementation where after a more participative approach was followed in order to update and where necessary review in total, the objectives, strategies and outputs chosen by the organisation to address the priority needs. In addition, feedback on priority needs within local communities was also established throughout the Spatial Development Framework Analysis phase which was amended was in 2017.



IDP Phase	Activity	Mechanisms
Analysis	Spatial and Environment	Sector Plans Spatial Development Framework Ward Plans MSCOA Guidelines
	Social	
	Local Economic Development	
	Service Delivery	
	Institutional and Transformation	
	Financial Viability	
Strategy	Council and Management discuss strategic issues such as vision and mission, future directions, strategic goals and objectives.	Strategy workshops Stakeholder discussions In-house exercise by Management Team
Project & Action Planning	Community Based Planning, Ward Committee, IDP Representative Forum and Project / Programme Prioritisation, and the setting of key performance indicators and targets for each strategic objective.	Strategy workshops Stakeholder discussions In-house exercise by Management Team
Integration	Align with National and Provincial Policies and communicated implementation	Desk top study by Manager Planning and Development
Approval of Draft IDP and Budget	Finalise and approve draft IDP and draft annual budget	In-house preparation of the relevant documentation and submission to Council
Consultation and refinement	Make public the draft IDP and draft annual budget for comments and submissions. Submit the draft annual budget to National and Provincial Treasury, prescribed national or provincial organs of state and to other municipalities affected by the budget. Consult the Central Karoo District Municipality on the draft IDP. Consult the local community and other stakeholders	In-house exercise by HOD's and Manager Planning and Development Public meetings & workshops Ward Committee Engagements IDP Budget Roadshow
Final Approval	Council approves the final IDP and final annual budget	In-house preparation of the relevant documentation and submission to Council

2. LEGISLATIVE REQUIREMENTS

2.1 Legal Requirements with regard to preparation of the IDP Process

In order to ensure certain minimum quality standards of the IDP process and a proper co-ordination between and within the spheres of government, the preparation of the planning process has been regulated in the **Municipal Systems Act, 2000**.

The Act requires the following regarding the process:

SECTION 28: (1) 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 integrated development plan.

(2) The municipality must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, consult the local community before adopting the process.

(3) A municipality must give notice to the local community of particulars of the process it intends to follow.

SECTION 29(1): The process must -

- a) be in accordance with a predetermined programme specifying timeframes for the different steps;
- b) through appropriate mechanisms, processes and procedures established in terms of Chapter 4, allow for -
 - i. the local community to be consulted on its development needs and priorities;
 - ii. the local community to participate in the drafting of the integrated development plan; and
 - iii. organs of state, including traditional authorities, and other role players to be identified and consulted on the drafting of the integrated development plan;
- c) provide for the identification of all plans and planning requirements binding on the municipality in terms of national and provincial legislation; and
- d) be consistent with any other matters that may be prescribed by regulation.

In terms of the Municipal Systems Act of 2000, the Executive Mayor is responsible for the preparation of the Integrated Development plan (IDP). The co-ordination of this responsibility was assigned to the Municipal Manager, who reports directly to the Executive Mayor. This IDP process and the drafting of outputs will be co-coordinated internally and mechanisms will be put in place to ensure that all stakeholders contribute to decision-making process.

3. PREPARATION FOR THE PROCESS

The result of the preparation process should not only be a document (the Process Plan), but also a well prepared council and management, confident about the task ahead. In the Process Plan -

- Organisational arrangements are established and the membership of committees and forums is clarified.

- Roles and responsibilities are clarified and internal human resources allocated accordingly.
- The legal requirements, principles and functions of community and stakeholder participation during the IDP process are clarified.
- Mechanisms and procedures for alignment with external stakeholders such as other municipalities, districts and other spheres of government are looked at.
- An example of a table of contents for the IDP is provided.
- Legislation and policy requirements that have to be considered in the course of the IDP process are provided. The list contains documents, guidelines, plans and strategies from the provincial and national sphere of government.

This preparation for the IDP compilation process is a task of municipal management. Individual tasks may be delegated but the process remains the accountability of the Management Team.

3. 1 Purpose of the IDP Process Plan 2022-2027

This Process Plan sets the tone and purpose of the activities required for the successful completion, as required by law. It also sets the extent and nature of the activities that the Municipality will engage in (for the next seven months, until June 2022) in order for it to be able to develop its 5-year IDP (Single Strategic Plan). The Process Plan should fulfill the function of an operational plan for the IDP process. It should say in a simple and transparent manner what has to happen when, by whom and where and it should include a cost estimate. Accordingly it should be a highly standardized document which provides an easy overview through formats.

4. INVOLVEMENT OF THE COMMUNITY AND STAKEHOLDERS

4.1 Standard Organisational Structures for the IDP Process

The municipality needs to establish a set of organisational arrangements to -

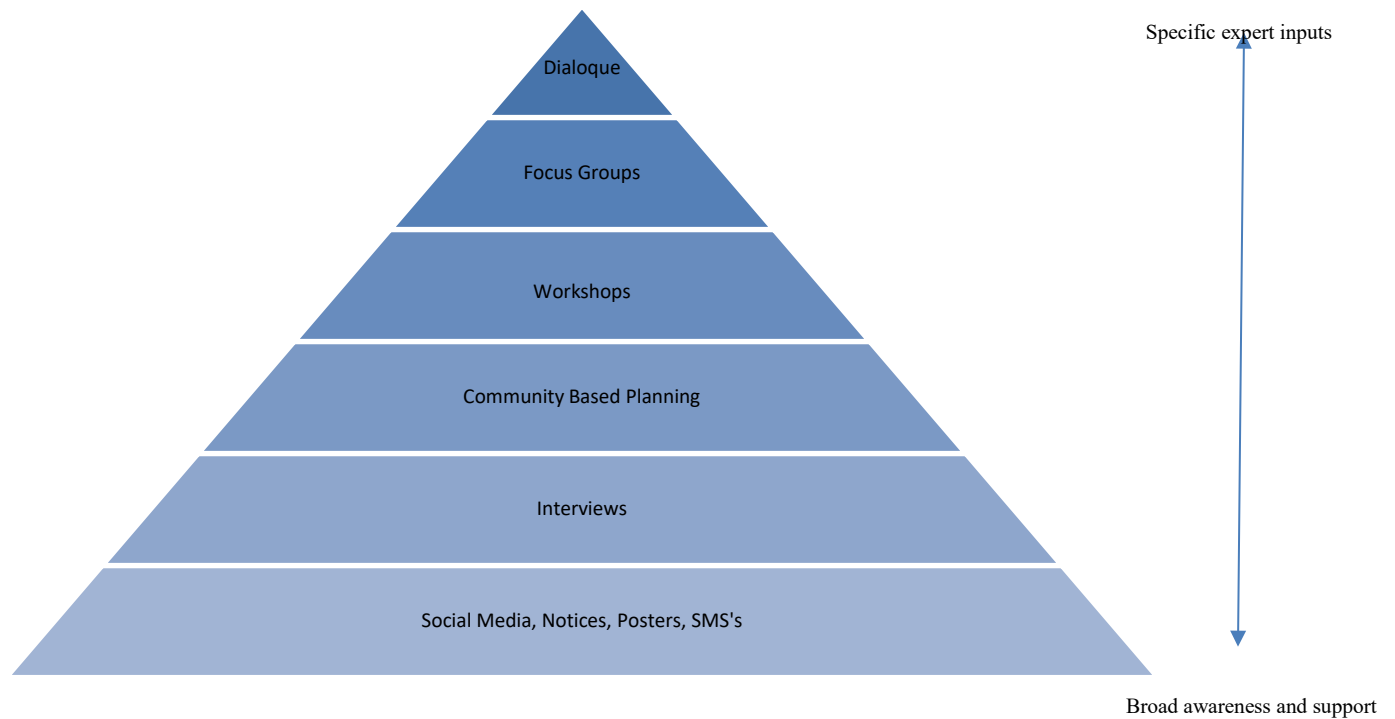
- institutionalise the participation process;
- effectively manage outputs; and
- give affected parties access to contribute to the decision-making process.

The Municipality should consider existing arrangements, use and adapt them if necessary, and avoid duplication of mechanisms. This section deals with the organisational structure and the terms of reference for each of the arrangements/structures.

4.2 Structured participation

The IDP process and the participation of the community in this process have to be structured. The involvement and inputs of the community and stakeholders will be obtained in the manner depicted in the following picture:

Diagram 4.2.1: Structure of Participation



4. 3 Ward committees

The role of the Ward Committees with respect to the IDP is to -

- Assist the ward councillor in identifying challenges and needs of residents.
- Provide a mechanism for discussion and negotiation between the stakeholders within the ward.
- Advise and make recommendations to the ward councillor on matters and policy affecting the ward.
- Disseminate information in the ward.
- Ensure constructive and harmonious interaction between the Municipality and community.
- Interact with other forums and organisations on matters affecting the ward.
- Draw up a ward plan that offers suggestions on how to improve service delivery in the particular ward.
- Monitor the implementation process concerning its area.

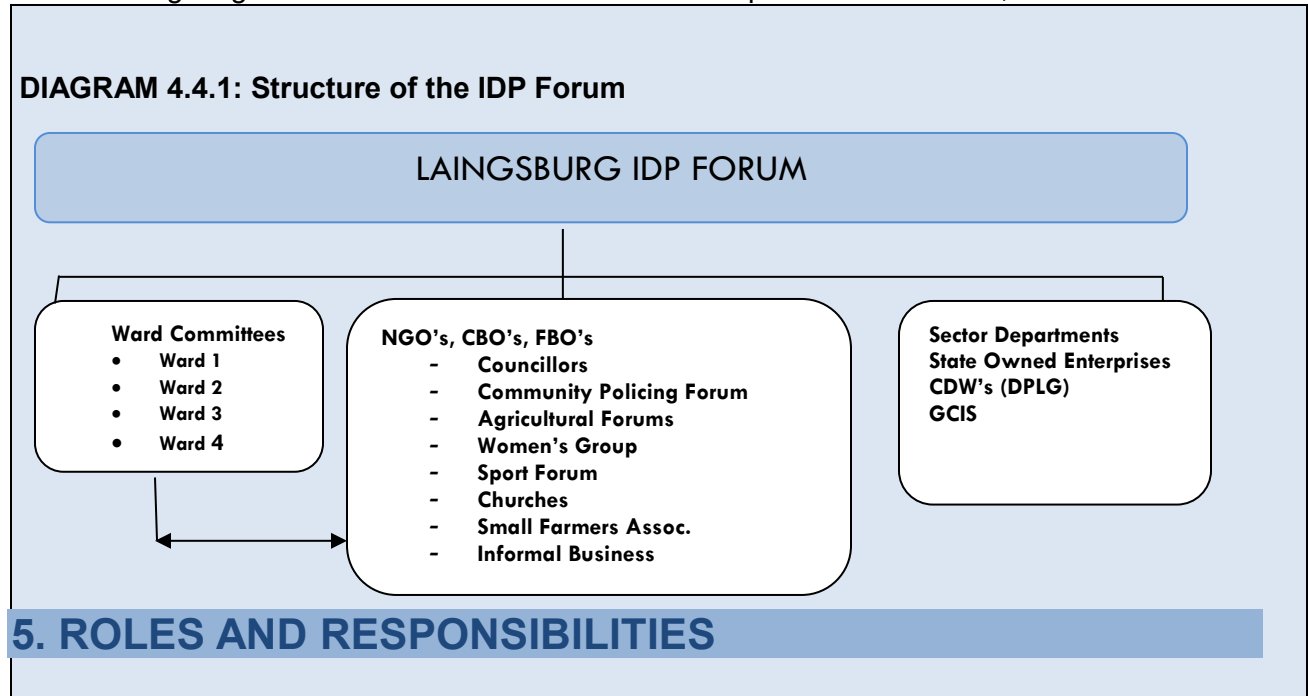
The chairperson of the Ward Committee is the Ward Councillor of that particular ward.

4.4 Laingsburg Municipal IDP Representative Forum

The forum consists of four members from each ward committee (16 members) as well as NGO's, CBO's, FBO's, Sector Departments, State Owned Enterprises and any other role players or stakeholders the Executive Mayor wishes to co-opt onto the Forum for one or more meetings or for a specific purpose.

The sole purpose of the forum will be to advise the Executive Mayor on matters relating to the IDP. It will not have any decision making powers but will be able to make recommendations to the Executive Mayor and Council.

The following diagram outline the structure of the IDP Representative Forum;



5. 1 Activities and outputs

It is one of the pre-requisitions of a smooth and well organised IDP process that all role players are fully aware of their own and of other role players' responsibilities. Therefore, it is one of the first preparation requirements for the IDP process to ensure that there is a clear understanding of all required roles, and of the persons or organisations that can assume those roles. This section deals with:

- The roles which the municipality has to play in the IDP process in relation to the roles which external role players are expected to play.
- The further specification of roles within the Municipality and the responsibilities related to that role in detail.

5.2 Roles and Responsibilities within Government

Role Player	Roles and Responsibilities
Local Municipality	<p>Prepare and adopt the IDP Process Plan.</p> <p>Undertake the overall management and co-ordination of the IDP process which includes ensuring that :</p> <ul style="list-style-type: none"> ○ all relevant role-players are appropriately involved; ○ appropriate mechanisms and procedures for community participation are applied; ○ events are undertaken in accordance with the approved time schedule; ○ the IDP relates to the real burning issues in the municipality; and ○ the sector planning requirements are satisfied. <p>Prepare and adopt the IDP. Adjust the IDP in accordance with the MEC's proposal. Ensure that the annual business plans, budget and performance management system are linked to and based on the IDP.</p>
District Municipality	<p>Same roles and responsibilities as local municipalities but related to the preparation of a District IDP. The District Municipality must also prepare a District Framework (Sec 27 of the MSA).</p> <p>Fulfil a coordination and facilitation role by -</p> <ul style="list-style-type: none"> ○ ensuring alignment of the IDP's of the municipalities in the district council area; ○ ensuring alignment between the district and local planning; ○ facilitation of alignment of IDP's with other spheres of government and sector departments; and ○ preparation of joint strategy workshops with local municipalities, provincial and national role-players and other subject matter specialists.
Provincial Government	<p>Ensure horizontal alignment of the IDP's of the district municipalities within the province. Ensure vertical/sector alignment between provincial sector departments/ provincial strategic plans and the IDP process at local/district level by -</p> <ul style="list-style-type: none"> ● guiding the provincial sector departments' participation in and their required contribution to the municipal IDP process; and ● guiding them in assessing draft IDP's and aligning their sector programmes and budgets with the IDP's. <ul style="list-style-type: none"> ○ Efficient financial management of provincial IDP grants. ○ Monitor the progress of the IDP processes. ○ Facilitate resolution of disputes related to IDP. ○ Assist municipalities in the IDP drafting process where required. ○ Organise IDP-related training where required. ○ Co-ordinate and manage the MEC's assessment of IDP's.

5.3 Roles and responsibilities - Municipality and stakeholders

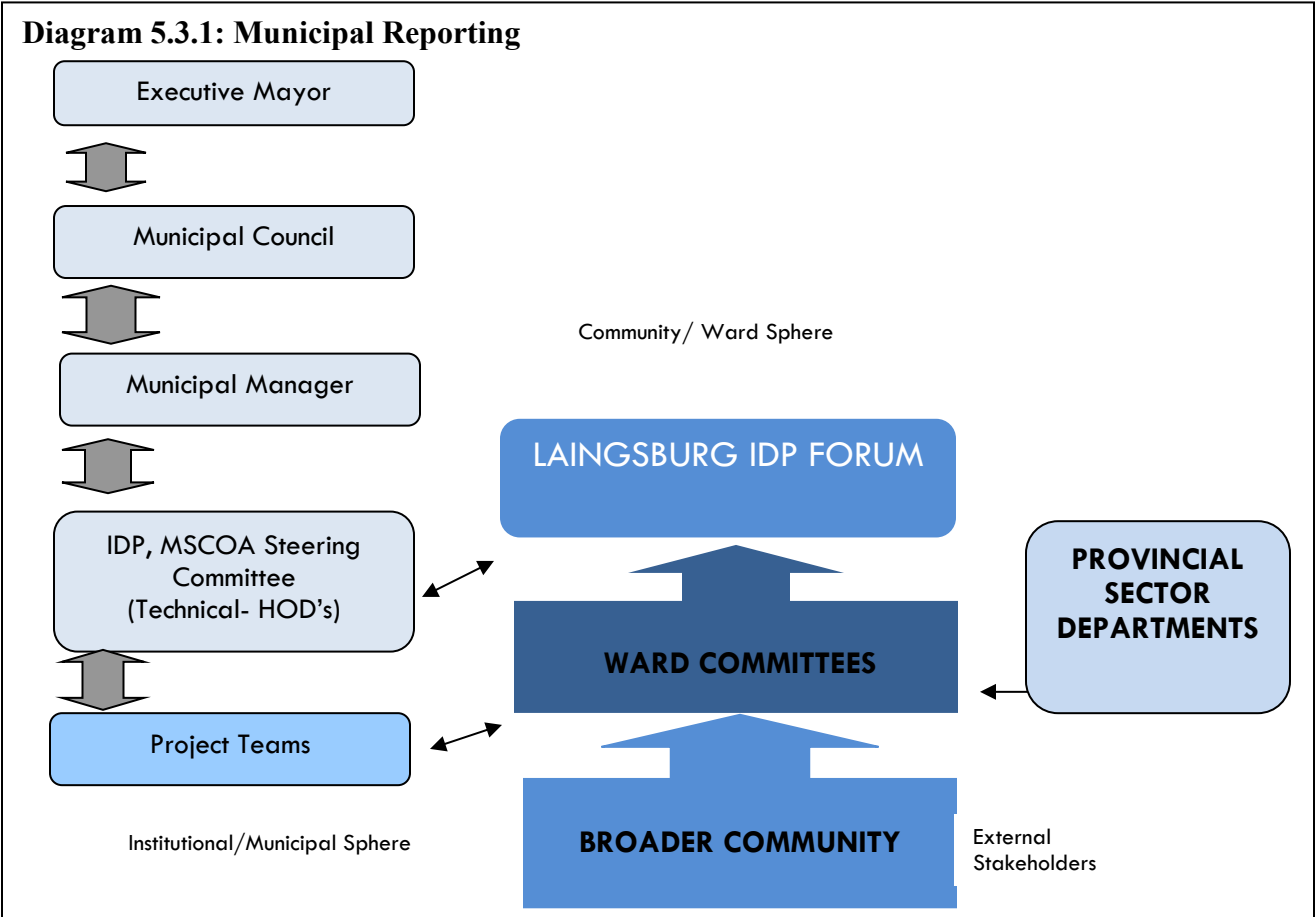
Role Players	Roles & Responsibilities	Objectives	Objectives for all Role players
Executive Mayor (process "owner", accountable)	<p>Decide on planning process: nominate persons in charge</p> <ul style="list-style-type: none"> ○ Monitor planning process ○ Responsible for the overall management, co-ordination and monitoring of the process and drafting of the IDP (to make sure that all relevant actors are involved) 	<ul style="list-style-type: none"> ○ Increased ownership and accountability ○ More appreciation of the merit of the process/ plan ○ More openness to new / different ideas ○ Greater commitment to the process / plan 	<ul style="list-style-type: none"> ○ Greater participation / involvement ○ High quality dialogue ○ As simple and easy as possible to participate / contribute

Municipal Council	<p>Consider and Adopts the Process Plan and the final IDP. Undertake the overall management and coordination of the planning process, which includes ensuring that:</p> <ul style="list-style-type: none"> ○ all relevant actors are appropriately involved ○ appropriate mechanisms and procedures for public consultation and participation are applied. ○ ensure the establishment of ward committees and IDP forum ○ the planning events are undertaken according to time schedule. ○ planning process is related to the real burning issues in the municipality. ○ the sector planning requirements are satisfied. ○ Adopt and approve the IDP ○ Adjust the IDP in accordance with the MEC for local government’s proposal. ○ Ensure that the annual business plans, budget and land use management decisions are linked to and based on the IDP. ○ Ensures that development and management of municipal affairs are in the ambits of the law. 	<ul style="list-style-type: none"> ○ Be more accessible to the public ○ Get buy-in from the community ○ Improved communication to manage expectations ○ Communicate limited resources 	
Proportional councillors, ward councillors, ward committee members	<ul style="list-style-type: none"> ○ Link integrated development planning process to their constituencies/wards ○ Organise public participation 		
IDP / MSCOA Steering Committee	<ul style="list-style-type: none"> ○ Provides terms of reference for the various planning activities. ○ Commissions research studies. ○ Considers and comments on: <ul style="list-style-type: none"> ● Inputs from sub-committees, study teams and consultants. ● Inputs from provincial sector departments and support providers ○ Processes summarises and documents outputs ○ Makes content recommendations ○ Prepares, facilitates and documents meetings. 		

Municipal Manager and Management Team (Responsible)	<ul style="list-style-type: none"> ○ Heads project task teams. ○ Provide technical/sector expertise and information ○ Provide inputs related to the various planning steps ○ Summarise / digest / process inputs from the participation process ○ Discuss / comment on inputs from specialists 		
Development Services Office (Process facilitator)	<p>Day-to-day management of the drafting process on behalf of the Municipal Manager (to ensure a properly managed and organised planning process)</p>	<p>More productive and efficient process management</p>	
IDP Representative Form / Ward Committees and Strategic Partners <ul style="list-style-type: none"> ○ Public sector organisations ○ Key business people ○ Business and agricultural societies ○ NGO's and NPO's ○ Sector representatives 	<p>Represent interests and contributing knowledge and ideas</p> <ul style="list-style-type: none"> ○ Represents the interest of their constituencies (local municipality) in the IDP process ○ Provides an organisational mechanism for discussions, negotiation, and decision making between the municipal government and stakeholders. ○ Ensures communication between stakeholders and the Municipal, Provincial and National government, the many State Owned Enterprises (Eskom, Telkom, etc.) as well as the private sector. ○ Participation in designing of project proposals and/or assess them as well as the mobilization of resources ○ Discuss and comment on the draft IDP ○ Ensures that annual business plan and budgets are linked to the IDP ○ Monitor performance on the implementation of the IDP 		
Citizens	<p>The broader community participation in Laingsburg municipality is achieved through the following structures:</p> <ul style="list-style-type: none"> ○ Ward Committee Meetings ○ Sector meetings ○ Community consultation sessions through Road shows ○ Monthly Newspaper reports (with assistance from GCIS) 		

- To enhance participatory democracy at local government in the following ways.
- Make recommendations on any matter affecting the areas

The following diagram outline the municipal Reporting which is in line with the Role and Responsibilities of all relevant stakeholders. It also illustrates the Municipal Forum, participants and levels of institutional reporting between structures.



6 INTER-GOVERNMENTAL ALIGNMENT

The IDP requires alignment with other spheres of government at different stages during the process. Before starting with the IDP process municipalities need to understand where alignment should take place and through which mechanism this can best be achieved. Alignment is the instrument to synchronize and integrate the IDP process between different spheres of

government. The alignment process must reveal how National and Provincial Government and the District Municipality could tangibly assist this Municipality in achieving its developmental objectives.

The desired outcome of inter-governmental alignment is –

- to make government as a whole work together;
- to improve the impact of its programmes; and
- to work towards achieving common objectives and outcomes,
- particularly with respect to economic growth for job creation and addressing the needs of the poor.

Efficient performance of government, integration and alignment across all spheres of government can be realized through focused implementation.

The alignment process is coordinated by the Central Karoo District Municipality. Alignment meetings take place on district level, but with the involvement of all local municipalities.

7 IDP CONTENT

7.1 Legally required content of a five year IDP

Section 26 of the MSA: Core components of integrated development plans

An integrated development plan must reflect-

- a) 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;
- b) 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;
- c) the council's development priorities and objectives for its elected term, including its local economic development aims and its internal transformation needs;
- d) 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;
- e) a spatial development framework which must include the provision of basic guidelines for a land use management system for the municipality;
- f) the council's operational strategies;
- g) applicable disaster management plans;
- h) a financial plan, which must include a budget projection for at least the next three years; and
- i) the key performance indicators and performance targets determined in terms of section 41.

Regulation 2 of the 2001 Municipal Planning and Performance Management Regulations: Detail of integrated development plan

1. A municipality's integrated development plan must at least identify-
 - (a) the institutional framework, which must include an organogram, required for-
 - (i) the implementation of the integrated development plan; and
 - (ii) addressing the municipality's internal transformation needs, as informed by the strategies and programmes set out in the integrated development plan;
 - (b) any investment initiatives in the municipality;
 - (c) any development initiatives in the municipality, including infrastructure, physical, social, economic and institutional development;
 - (d) all known projects, plans and programmes to be implemented within the municipality by any organ of state; and
 - (e) the key performance indicators set by the municipality
2. An integrated development plan may-
 - (a) have attached to it maps, statistics and other appropriate documents; or
 - (b) refer to maps, statistics and other appropriate documents that are not attached, provided they are open for public inspection at the Offices of the municipality in question.
3. A financial plan reflected in a municipality's integrated development plan must at least-
 - (a) include the budget projection required by section 26(h) of the Act;
 - (b) indicate the financial resources that are available for capital project developments and operational expenditure; and
 - (c) include a financial strategy that defines sound financial management and expenditure control, as well as ways and means of increasing revenues and external funding for the municipality and its development priorities and objectives, which strategy may address the following:
 - (i) Revenue raising strategies;
 - (ii) asset management strategies;
 - (iii) financial management strategies;
 - (iv) capital financing strategies;
 - (v) operational financing strategies; and
 - (vi) strategies that would enhance cost-effectiveness.
4. A spatial development framework reflected in a municipality's integrated development plan must-
 - (a) give effect to the principles contained in Chapter 1 of the Development Facilitation Act, 1995 (Act No. 67 of 1995);
 - (b) set out objectives that reflect the desired spatial form of the municipality;
 - (c) contain strategies and policies regarding the manner in which to achieve the objectives referred to in paragraph (b), which strategies and policies must-
 - (i) indicate desired patterns of land use within the municipality;
 - (ii) address the spatial reconstruction of the municipality; and
 - (iii) provide strategic guidance in respect of the location and nature of development within the municipality;

- (d) set out basic guidelines for a land use management system in the municipality;
- (e) set out a capital investment framework for the municipality's development programs;
- (f) contain a strategic assessment of the environmental impact of the spatial development framework;
- (g) identify programs and projects for the development of land within the municipality;
- (h) be aligned with the spatial development frameworks reflected in the integrated development plans of neighbouring municipalities; and
 - (i) provide a visual representation of the desired spatial form of the municipality, which representation -
 - (i) must indicate where public and private land development and infrastructure investment should take place;
 - (ii) must indicate desired or undesired utilisation of space in a particular area;
 - (iii) may delineate the urban edge;
 - (iv) must identify areas where strategic intervention is required; and

7.2 Suggested table of contents

The form and content of a five year IDP are largely subject to the discretion of a Municipality. The following table of contents serves only as a guide:

- ✓ Foreword by the Executive Mayor
- ✓ Acknowledgement by the Municipal Manager
- ✓ Executive Summary
- 1. INTRODUCTION AND BACKGROUND
 - ❖ Fourth generation IDP's
 - ❖ The planning process
 - ❖ Roles and responsibilities
 - ❖ Five year cycle of the IDP
 - ❖ First year process followed
- 3) Situational Analysis / Status Quo information
 - ❖ Current reality
 - ❖ Opportunities
 - ❖ Intergovernmental initiatives
 - ❖ Spatial & Environmental (from the Municipal SDF)
 - ❖ Social Economic Profile
 - ❖ Ward Plans
 - ❖ Critical issues / Challenges with respect to every service / department
 - ❖ Minimum service levels
 - ❖ Institutional
 - ❖ Financial
 - ❖ Performance
- 4) Strategic Agenda
 - ❖ The Municipality's vision and mission

- ❖ Leadership philosophy and values
 - ❖ The Municipality's five year strategy and action plan
 - ❖ General indicators in terms of the Municipal Planning and Performance Management Regulations, 2001
- 5) Project Phase
- ❖ Expenditure frameworks: all spheres of government
 - ❖ Provincial spending in the municipal area
 - ❖ Allocations in terms of the Division of Revenue Bill (DORA)
 - ❖ Allocations in terms of Provincial Gazette Extraordinary
 - ❖ Capital budget per department
 - ❖ Capital budget per IDP strategic outcome
 - ❖ Operating budget per IDP strategic outcome
- 6) Alignment Phase
- ❖ Intergovernmental policy alignment
 - ❖ National
 - ❖ Provincial
 - ❖ District Municipality
 - ❖ Sector plan alignment
- 7) Approval Phase
- ❖ Draft Approval
 - ❖ Final Approval
- 8) Annexures
- ❖ Budget
 - ❖ Sector Plans
 - ❖ Organogram
 - ❖ iMAP

8 ANNUAL REVISION AND AMENDMENT OF THE IDP

8.1 Legal requirements

MSA Section 34: Annual review and amendment of integrated development plan

A municipal council-

- a) must review its integrated development plan-
 - i. annually in accordance with an assessment of its performance measurements in terms of section 41; and
 - ii. to the extent that changing circumstances so demand; and
- b) may amend its integrated development plan in accordance with a prescribed process.

8.2 Purpose of a review

The IDP has to be reviewed annually in order to:

- Ensure its relevance as the municipality's strategic plan;
- inform other components of the municipal business process including institutional and financial planning and budgeting; and
- inform the cyclical inter-governmental planning and budgeting cycle.

For the IDP to remain relevant the municipality must assess implementation performance and the achievement of its targets and strategic objectives. In the light of this assessment the IDP is reviewed to reflect the impact of successes as well as corrective measures to address problems. The IDP is also reviewed in the light of changing internal and external circumstances that impact on the priority issues, outcomes and outputs of the IDP.

The annual review must inform the municipality's financial and institutional planning and most importantly, the drafting of the annual budget. It must be completed in time to properly inform the latter.

The purpose of the annual review is therefore to -

- reflect and report on progress made with respect to the strategy in the 5 year IDP;
- make adjustments to the strategy if necessitated by changing internal and external circumstances that impact on the appropriateness of the IDP;
- determine annual targets and activities for the next financial year in line with the 5 year strategy; and
- inform the municipality's financial and institutional planning and most importantly, the drafting of the annual budget.

8.3 Review Clarification

The Review is not a replacement of the 5 year IDP. The Review is not meant to interfere with the long-term strategic orientation of the municipality to accommodate new whims and additional demands.

8.4. Amendment

An amendment is when the municipality make changes to the 5 Year IDP's Strategic Agenda, e.g. Vision, Mission and Strategic Objectives

9 IDP SOURCE DOCUMENTS

The Integrated Development Planning process is guided by a number of legal and policy documents that impose a range of demands and requirements on the Municipality. The list below contains the some of the most important IDP source documents:

Acts

Constitution of South Africa (1996)
Municipal Structures Act (117 of 1998)
Municipal Systems Act (32 of 2000)
Disaster Management Act (57 of 2002)
Municipal Finance Management Act (56 of 2003)
Spatial Planning and Land Use Management Act (16 of 2013)

Regulations

Municipal Planning and Performance Management Regulations (2011)
Municipal Budget and Reporting Regulations (April 2009)
Regulations in terms of the Spatial Planning and Land Use Management Act (March 2015)

National policy

National Development Plan (2030)
Medium-Term Strategic Framework: 2019 – 2024
Back to Basics Approach - September 2014

Provincial policy

Western Cape's Provincial Strategic Plan: 2019-2024
Western Cape Provincial Spatial Development Framework

IDP Documents

1st Generation IDP's
2nd Generation IDP's
3rd Generation IDP's
4th Generation IDP's

IDP Guide pack

Socio-Economic Profile's

Municipal Economic Review Outlook's

Municipal Spatial Development Framework

ANNEXURE 1: PROGRAMME WITH TIMEFRAMES IN TERMS OF SECTION 29(1) (a) OF THE MSA

Integrated Time Schedule for review of the IDP and Budget 2021-2022 financial year			
Month	Activity Deliverable	Responsible Person	Legislative Framework
Jul-2021	Prepare IDP & Budget Time Schedule	IDP	Accounting officer and senior officials begin planning for the next three-year budget: MFMA Section 68,77
	Performance Agreement signed of the MM and Senior Managers	PMS	
	District IDP Managers & DGL pre-planning on alignment of IDP/Budget time schedule	IDP	Accounting officer and senior managers review options and contracts for service delivery MSA Section 76-81
	District alignment workshop- IDP/PP/Communication	IDP	
	Submit copies of the performance agreements of the MM and Senior Managers to MEC and make public on municipal website	PMS/MM/HR	MFMA Section 53 (3)(b)
	Compile and submit Quarterly Performance Report for Q4 to Council	PMS/IDP	MFMA Section 52(d)
Aug-2021	Follow up Q1- District Pubic Participation and Communication forum meeting	IDP/PP	
	IDP Steering Committee Meeting	IDP/CFO	
	District IDP Managers Forum Meeting	IDP Manager	
	Consult and Review performance and Financial position	Budget/CFO	
	Table draft Annual Financial Statements to Council (before/on 31 August 2021)	CFO	

	Table draft Annual Financial Statements to Audit committee for Compliance i.t.o Section 166 of the MFMA	CFO	MFMA SECTION 126
	Submission of Annual Performance Report to council	PMS	Section 46
	Executive Mayor tables draft Time Schedule to Council for approval.	Sectoral/ External Departments	Section 21
	Advertise and submit approved Time Schedule to DLG and Provincial Treasury		
Sep-2021	Q1- District coordinating Technical Form meeting	MM	Budget office of the Municipality determines revenue projections and proposed rate. Draft initial allocations for functions and departments for the next financial year after taking into account strategic objectives
	AG audit of performance measures	PMS	
	Q1- Provincial IDP Meeting Managers Forum Meeting	IDP	
	Q1- District Coordinating Forum Meeting	MM/ Executive Mayor	
	District CFO Forum	All CFO's across the district	
	Provincial CFO Forum	All CFO's across the province	
	Internal IDP and Budget Steering Committee (Analysis)	All Internal Departments	Engages with Provincial and National sector departments on sector specific programmes for alignment with municipal plans
	IDP Representative Forum (Analysis) (15 Sep 2021)	Sectoral/ External Departments	
	Review and update of the IDP Vision, Mission and Strategic Objectives and Values (If any change Public Participation to follow)	IDP/ MM/ Mayor	
	Integrate information from adopted Sector plans for review	IDP/ Internal Departments	
	Determine revenue projections and update policies and objectives	MM/ CFO/ Senior Manager and IDP	
	Start with MSCOA Activities (1September 2021)	CFO/BUDGET Department	
Public Participation (Sep-Oct)	Municipal & Provincial Reps./ JDMA teams	Engagements with communities to determine priorities	

	IDP INDABA (Sep-Oct)	Provincial & National Departments/ Municipalities/ Senior Officials and IDP	Project and budget alignment and implementation of the IDP projects between all three spheres of government using JDMA methodology
Oct-2021	Final Evaluation of MM and Senior Managers	PMS	Develop objectives for priority issues and determine programmes to achieve strategic intent including the development of the strategic scorecard
	Ward forum	IDP/PP	
	Determine Revenue projections and policies	CFO	
	Q2- CKDM IDP Managers	IDP	
	IDP Steering Committee (Feedback on situational analysis)	IDP/CFO	
	Integration of Information from adopted sector plans into the IDP	IDP	
	Internal engagements to prioritize needs for assistance from sector departments	IDP/All internal departments	
	Send priorities to sector departments	IDP	
	Draft initial allocations to functions	CFO	
	Provide Community Needs/Priorities to HOD's for Comments	PMS/HOD/IDP	
	Compile and submit Quarterly Performance Report for Q1 to Council	PMS	MFMA Section 52
Table capital projects to MIG for funding (31 October 2021)	Infrastructure/CFO/MM		
Table new projects that was previous before council which had budget constrains			
Nov-2021	Public Participation Engagements	IDP/PP	Accounting Officer reviews and draft initial draft changes to the IDP MSA Section 34
	IDP Representative Forum Meeting	IDP/MAYOR	
	Consolidation of Budget and plans	CFO	
	Q2-District coordinating Technical Forum	MM	
	Table Annual Report to Audit Committee	PMS	

	Q2- District Public Participation & Communication Forum Meeting	IDP/PP	
	Q2- District Coordinating forum meeting	MM/MAYOR	
	Q2- Provincial Public Participation Forum Meeting	IDP	
	SIME with Municipalities on planning priorities and services delivery challenges, and DCF District Mayors present strategic and planning priorities and service delivery challenges	DLG	
	Finalise Audit Report for the Financial year	IDP/MM/CFO	AG return audit report (Due by 30 November 2021) MFMA 126(4)
	DCF PLANNING	Mayor/ HOD	Strategic engagements with municipalities where District Mayors facilitate discussions at a scheduled DCF meeting present on Jobs, Safety and Dignity & Wellbeing using JDMA methodology
Dec-2021	Internal IDP Steering Committee Comments on reviewed Municipal Strategies (Prioritize projects and programmes)	IDP/ MM/ CFO	Accounting officer and senior officials consolidate and prepare proposed budget and plans for the next financial year taking into account previous year's performance as per audited financial statements
	Q3- Provincial IDP Managers Forum Meeting	IDP	
	Executive determines strategic choices for the next three years and finalise the tariff policies	MM/ CFO and Senior Management	
	Outline/ Review municipal Strategic Objectives, KPA's, KPI's and Targets	IDP/PMS	
Jan-2022	Prepare detailed budget and plans for next three years	CFO	MFMA Section 36

	Q3- District Coordinating Technical Forum Meeting	MM	
	Q3- District Coordinating Forum Meeting	MM/Mayor	
	Compile and submit Quarterly Performance Report for Q2 to Council	PMS/CFO	MFMA Section 52
	Mid-year Report submitted to Mayor in terms of Section 72 of MFMA, published in the local newspaper and Municipal Website	Mayor/IDP/PMS	MFMA Section 72
	Table draft Annual Report to Council, published in the newspaper and invite community inputs	MM/IDP/PMS	MFMA SECTION 127
	Tabled draft Annual Report submitted to AG, Provincial Treasury & Dept. Local Government		
	PGMTEC2	PT/ DOTP/ DEADP/ DLG/ EDP. Horizontal Interface: HOD	Demonstrate the proposed impact of the budget. Responsiveness to priorities, credibility and sustainability of the MTEF budget
Feb-2022	Continuous Review of Municipal Strategic Objectives, KPAs, KPIs and Targets	IDP/PMS/CFO	Accounting officer finalises and submits to Mayor proposed IDP and Budget for the next three years
	Quarterly project implementation Report for Q2 and Council to consider and adopt Oversight Report	IDP/PMS/Internal Audit	
	Q3- District Public Participation & Communication Forum Meeting	IDP/PP	
	Council adopt Adjustment Budget and SDBIP, published in local newspaper	MM/ IDP/ PMS/ HR	Within 10 working days after the municipal council has approved an adjustment budget the municipal manager must make public the approved adjustment budget and supporting documentation as
	Performance Agreements to be adjusted and signed off by section57 managers and MM and placed on website		
	IDP Representative Forum	External and Sector Departments	

	Internal IDP Steering Committee (Alignment)	PMS/CFO	well as the resolutions referred to in the regulation 25(3).
	Integration of Projects & Programmes (IDP INDABA2)	IDP/MM/Steering Committee/ Council	
	Q3- District IDP Managers and IDP Representative forum meeting	IDPMM/Mayor	
	District Coordinating Technical Forum Meeting	MM	
	Conclusion of the Sector plans for the next financial year	IDP/Senior Managers	
	TIME	Technical engagement, governance and mid-year budget assessments and service delivery risks	PT/ DLG/ MM/ CFO
Mar-2022	Q4- Provincial IDP Managers Forum Meeting	IDP	Within 10 working days after the municipal council has approved an adjustment budget the municipal manager must make public the approved draft budget, draft IDP, and supporting documentation as well as the resolutions referred to in the regulation 25(3). Accounting Officer publish budget and revisions to the IDP for Public input. Submit to National Treasury an Provincial Treasury (MFMA Section 22 & 37) MSA Chapter4
	District Coordinating Forum Meeting	MM/Mayor	
	Workshop draft IDP and Budget with IDP/Budget Committee/Council	IDP/CFO/Mayor/MM	
	IDP and Budget Steering committee for Finalisation of IDP	IDP/CFO	
	Draft SDBIP for incorporation into draft IDP	PMS/IDP	
	Draft IDP and Budget approved by Council, send and advertise documents to Minister, PT and NT, make public for inputs and comments. (31 March 2022)	Mayor/MM/IDP	
	Section 57 Managers formal quarterly assessment	MM/Council	
Apr-2022	Q4 District Public Participation communication Forum meeting	CKDM/IDP/PP	Accounting officer assists the Mayor in revising budget

	Q4-District Coordinating Technical Forum	MM	documentation in accordance with consultative processes and taking into account the result from third quarterly review of the current year
	Prepare Quarterly Performance Report Q3 and submit to council	PMS/CFO	
	Conclusion of the Sector plans for inclusion in the IDP	Internal departments	
	Q4- District IDP Managers and IDP Representative forum Meeting	IDP/Mayor/MM	
	LGMTEC IDP & Budget Assesment (April/May)	Provincial Departments and Municipalities	Joint assessment of co-budgeting
May-2022	Public Participation meetings on the Draft IDP/Budget Documents (Roadshow)	IDP/CFO	Within 10 working days after the municipal council has approved an adjustment budget the municipal manager must make public the approved adjustment budget and supporting documentation as well as the resolutions referred to in the regulation 25(3). Accounting officer assist the Mayor in preparing the final budget documentation for consideration for approval at least 30days before the start of the budget year taking into account consultative processes and any other new information of a material nature
	Review written comments in respect of the draft (advertised) IDP	IDP/MM/Steering Committee/ Council	
	Q4-District Coordinating Forum Meeting	MM/ Legal Service/ Mayor	
	Q4- District IDP Managers forum and IDP Representative forum meeting	IDP/Mayor	
	Community inputs into organisation KPIs and target	PMS/IDP/Strategic Support	
	Final Adoption of IDP & Budget by the Municipal Council (before 31 MAY 2022)	MM/IDP/CFO	
Jun-2022	Approval of Top Layer SDBIP	Mayor	

	Submit copies of the IDP/Budget to the DLG and Advertise the IDP and Budget documents in the local newspaper	IDP/CFO	Accounting officer submit to the mayor no later than 14days after the approval of the budget a draft SDBIP and annual performance agreements required by Section 57 of the MSA Section 57(1) MSA Section 38-45
	Q4- Provincial IDP Managers Forum Meeting	MM/HR/PMS/IDP	
	Signing of performance agreements between MM and Section 57 Manager	MM /HR / PMS / IDP	
	Submit copies of Performance Agreements to MEC		
	Make public the performance agreements of the MM and Senior Managers		
	Submit copies of SDBIP to the National and Provincial Treasury	PMS/MM	
	Implementation Plan District/Metro	Provincial Departments/ Mun./ HOD/ MM/ Senior Officials	Finalisation of Municipal Single Support; Job, Safety and Dignity & Wellbeing
Jul-2022	Prepare IDP & Budget Time Schedule and submit to district for the year 2022/2023	IDP	Accounting officer and senior officials begin planning for the next three-year budget: MFMA Section 68,77 Accounting officer and senior managers review options and contracts for service delivery MSA Section 76-81 MFMA Section 52
	Performance Agreement signed of MM and Senior Managers	PMS	
	District IDP Managers & DGL pre-planning on alignment of IDP/Budget time schedule	IDP	
	District alignment workshop- IDP/ PP/ Communication	IDP	
	Compile and submit Quarterly Performance Report for Q4 to the Council	PMS/IDP	
Aug-2022	District Public Participation and Communication forum meeting	CKDM IDP/ PP	

	IDP Steering committee meeting, to discuss draft time schedule and identify gaps in the gaps in the IDP Process	IDP	Submit to AG in term of MFMA section 125(1)(a) due by 31August
	Table draft Time schedule to MAYCO for comments and recommendation	IDP	
	Consult and review performance and financial position	CFO	
	Submit Q4 SDBIP reports for the last quarter of financial year	PMS	
	Submission of Annual Performance Report prepared in terms of the legislation	PMS	
	Q1-District IDP Managers and IDP Representative forums	IDP/ MM/ MAYOR	
	Executive Mayor tables draft Time Schedule to the Council for approval and advertise	MM/ Mayor/ IDP	
	Submit annual financial statements and annual performance report to the AG for auditing	CFO	The Accounting officer of the Municipality must prepare the annual financial statements of the Municipality and, within two months after the end of the financial year which those statements relate, submit the statements to the AG for Auditing. MSA section 126(1)(a)

ANNEXURE 2: LEGAL FRAMEWORK

Legislative Overview

- The **Municipal Systems Act (MSA) (2000)** compels municipalities to draw up an IDP as a singular, inclusive and strategic development plan that is aligned with the deliberate efforts of the surrounding municipalities and other spheres of government. In terms of the MSA, the municipality is required to formulate an IDP made up of the following components:
 - A **vision** of the long-term development of the municipality;
 - An **assessment** of the existing level of development in the municipality which must include an identification of the need for basic municipal services;
 - The municipality's **development priorities** and objectives for its elected term;
 - The municipality's **development strategies**, which must be aligned with any national, or provincial sectoral plans and planning requirements;
 - A **spatial development framework** which must include the provision which must include the provision of basic guidelines for a land use management system;
 - The municipality's operational strategies;
 - A Disaster Management Plan;
 - A financial plan, which must include a budget projection for at least the next three years; and
 - The key performance indicators and performance targets.

- **The Municipal Planning and Performance Management Regulations** set out the following further requirements for an IDP:
 - An institutional framework for implementation of the IDP and to address the municipality's internal transformation;
 - Investment initiatives should be clarified;
 - Development initiatives including infrastructure, physical, social and institutional development and
 - All known projects, plans and programmes to be implemented within the municipality by any organ of state.

In addition, the **Municipal Finance Management Act (MFMA) (2003)** provides for closer alignment between the Annual Budget and the compilation of the IDP. This can be understood as a response to the critique that IDP formulation took place in isolation from financial planning and IDPs were rarely implemented in full as a result. Specifically, Section 21(1) of the MFMA requires that the City co-ordinates the process of preparing the Annual Budget and the revised IDP to ensure that both the budget and IDP are mutually consistent.

Key to ensuring the co-ordination of the IDP and Annual Budget is the development of the Service Delivery and Budget Implementation Plan (SDBIP).

The SDBIP is a detailed plan approved by the Executive Mayor of the municipality for the implementation of service delivery and the Annual Budget. The SDBIP should include monthly revenue and expenditure projections, quarterly service delivery targets and performance indicators.

The MSA states that key performance indicators must be part of the IDP. The SDBIP specifies that the performance contracts of senior managers must form part of the approval of the SDBIP. The 2022-27 IDP for the municipality aligns the SDBIP key performance indicators and the key performance indicators of the senior managers with the key programmes in the IDP.