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# GREATER GIYANI MUNICIPALITY

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**DRAFT IDP/BUDGET PROCESS PLAN FOR THE REVIEW OF 2022/23 AND  
THE DEVELOPMENT  
2023/2024 IDP AND BUDGET PROCESS PLAN.**



# GREATER GIYANI MUNICIPALITY

## IDP PROCESS PLAN FOR THE REVIEW OF 2022/23 IDP/BUDGET AND DEVELOPMENT OF 2023/24 IDP/BUDGET .

### 1. INTRODUCTION

The municipality is required in terms of the Local Government: Municipal Systems Act, 2000 (Act no 32 of 2000), to adopt an IDP which will guide the municipality in its planning processes. (Section 25 of the above quoted Act). After the IDP has been adopted, the municipality is also required in terms of Section 34 of the above quoted Act, to review its IDP annually.

The drafting of the IDP as well the review thereof is guided by the process plan. The drafting and eventual adoption of the process plan by a municipality is peremptory and is regulated by Chapter 5 Section 28 (1) of the Municipal Systems Act 32 of 2000.

However, the municipality is, in terms of Chapter 5 Section 28(2) and (3) of the above quoted Act, required to consult the local community before adopting the process plan as well as to give notice to the local community of particulars of the process it intends to follow.

This process plan includes the following:-

- 1.1 A programme specifying time frames for the different planning phases.
- 1.2 Appropriate mechanisms, processes and procedures for consultation with and participation of the local community, organs of state, traditional authorities and other stakeholders in the IDP process as provided for in Chapter 4 Section 17 and 18 of the Municipal System Act 2000, (Act No.32 of 2000).
- 1.3. Identification of all plans and planning requirements binding on the Municipality in terms of the Provincial and National legislation.

This process plan should assume the function of plan of action or an action plan and has to specify as to what has to happen, when, by whom, with whom and where.

## **2. THE ESTABLISHMENT PROCESS**

- 2.1. The Council has already appointed the Municipal Manager.
- 2.2. The Municipal Manager to manage and coordinate the IDP process which entails the following:
  - Prepare the Process Plan;
  - Undertake the overall management and co-ordination of the planning process;
  - Ensure that all relevant actors are appropriately involved;
  - Nominate persons in charge of different roles;
  - Be responsible for the day -to-day management of the drafting process;
  - Ensure that the planning process is participatory, strategic and implementation oriented and is aligned with and satisfies sector planning requirements;
  - Respond to comments on the draft IDP from the public, horizontal alignment and other spheres of government to the satisfaction of the municipal council;
  - Ensure proper documentation of the results of the planning of the IDP documented and
  - Adjust the IDP in accordance with the MEC for Local Government's proposals and/comments.

The municipal manager has however delegated these functions to the Director Development planning and the IDP Manager.

## **3. INSTITUTIONAL ARRANGEMENT**

### **3.1. IDP STEERING COMMITTEE**

The Municipal Manager has established an IDP steering committee which is constituted by following: Municipal Manager, all Directors and middle Managers.

#### **3.1.1. TERMS OF REFERENCE FOR IDP STEERING COMMITTEE**

- To establish the IDP Representative Forum
- Provides terms of reference for the various planning activities
- Commissions research studies
- Considers and comments on:
  - Inputs from sub-committee/s study teams and consultants
  - Inputs from provincial sector departments and support providers
- Processes, summarizes and documents outputs
- Makes content recommendation
- Prepares, facilitates and documents meetings
- The IDP Steering Committee may establish sub-committees

### **3.1.2. COMPOSITION OF THE IDP STEERING COMMITTEE**

Membership: Chairperson Municipal Manager or his/her delegate.

Secretariat; IDP Manager

#### **All Heads of the following department**

1. Development Planning
2. Community Services'
3. Technical Services
4. Corporate Services
5. Budget & Treasury
6. Internal Audit and

All Managers and officials reporting to the Heads of Departments referred to above are also members of the IDP Steering Committee

A member of the EXCO who is the chairperson of the Planning and LED portfolio committee shall be an *ex officio* member of the **IDP** Steering Committee.

### **3.2. IDP REPRESENTATIVE FORUM**

The IDP Representative Forum is in place.

#### **3.2.1 TERMS OF REFERENCE FOR IDP REPRESENTATIVE FORUM**

- Represent the interests of their constituents in the IDP process
- Provide an organizational mechanism for discussion, negotiation and decision making between the stakeholders including municipal government
- Ensure communication between all the stakeholder representatives including the municipal government
- Monitor the performance of the planning and implementation process

#### **3.2.2 COMPOSITION OF THE IDP REPRESENTATIVE FORUM.**

- Chaired by a member of the Executive Committee who is also an *ex officio* member of the IDP Steering Committee

#### **Secretariat**

The IDP Manager is the secretary of the IDP Rep Forum.

#### **Membership:**

- Members of the Executive Committee
- Councilors (including District Reps and Councilors heading Portfolio committee)
- Traditional Leaders
- Members of the ward committees
- Heads of Departments in the Council
- Heads of the Provincial and National Sector Departments
- Stakeholder representatives of organized groups
- Advocates for unorganized groups
- Resource persons
- Organized groups

- Youth
- Unions
- Churches
- Organized Business
- Principal Association and
- Professional bodies

### **3.3. PROJECT TASK TEAM OR PROJECT, PROGRAMME AND SECTORAL TASK TEAM**

These are relatively small operational teams comprising a number of relevant municipal sector departments and technical officials involved in the management of the implementation process, stakeholders directly affected by the project and programme may also participate.

## **4. ROLES AND RESPONSIBILITIES**

### **4.1 The Municipality**

- Prepare, decide on and adopt a Process Plan.
- Undertake the overall management and co-ordination of the planning process, which includes ensuring that:
  - All relevant stakeholders are appropriately involved;
  - Appropriate mechanisms and procedures for public consultation and participation are applied;
  - The planning events are undertaken in accordance with the set timeframe;
  - The planning process is related to the Key Development Priorities in the Municipality; and
  - National and provincial sector planning requirements are satisfied.

#### **Adopt and approve the IDP**

- Amend the IDP in accordance with the requirements of the MEC for Local Government

- Ensure that the annual operational business plans and budget are linked to and based on the IDP

## **4.2 IDP MANAGER**

IDP Manager is the responsible person for championing the Integrated Development Planning process.

- Responsible for the preparation of the Process Plan
- Responsible for the day to day management of the planning process in terms of time, resources and people, and ensuring:

The involvement of all relevant role-players, especially officials;

That the timeframes are being adhered to; that the planning process is horizontally and vertically aligned and complies with national and provincial requirements. That condition for participation is provided and that outcomes are being documented.

## **4.3 IDP STEERING COMMITTEE**

### **TERMS OF REFERENCE FOR IDP STEERING COMMITTEE**

- To establish the IDP Representative Forum
- Provides terms of reference for the various planning activities
- Commissions research studies
- Considers and comments on:
  - Inputs from sub-committee/s study teams and consultants
  - Inputs from provincial sector departments and support providers
- Processes, summarizes and documents outputs
- Makes content recommendation
- Prepares, facilitates and documents meetings
- The IDP Steering Committee may establish sub-committees

#### **4.4 IDP REPRESENTATIVE FORUM**

##### **TERMS OF REFERENCE FOR IDP REPRESENTATIVE FORUM**

- Represent the interests of their constituents in the IDP process
- Provide an organizational mechanism for discussion, negotiation and decision making between the stakeholders including municipal government
- Ensure communication between all the stakeholder representatives including the municipal government
- Monitor the performance of the planning and implementation process

#### **4.5 PROJECT TASK TEAM**

These are relatively small operational teams comprising a number of relevant municipal sector departments and technical officials involved in the management of the implementation process, stakeholders directly affected by the project and programme may also participate.

#### **4.6 STAKEHOLDER AND COMMUNITY REPRESENTATIVES**

The Stakeholder and Community Representatives have the following roles and responsibilities to fulfill:

- Participating in the IDP Representative Forum to:
  - Inform interest groups, communities and organizations on relevant planning activities and their outcomes;
  - Analyses issues, determine priorities, negotiate and reach consensus;
  - Participate in the designing of project proposals and/or the evaluation thereof;
  - Discuss and comment on the draft IDP;
  - Ensure that annual business plans and budgets are based on and linked to the IDP; and
  - Monitor implementation performance of the IDP
- Conducting meetings or workshops with groups, communities or organizations to prepare and follow-up on relevant planning activities.



#### **4.7 Provincial Government**

The Provincial Local Government Department and Sector Departments have the following Roles and Responsibilities:

- Ensuring horizontal alignment of the District Municipalities within the province;
- Ensuring vertical/sector alignment between provincial sector departments/provincial strategic plans and the IDP process at District/Local level;
- Efficient financial management of provincial IDP grants
- Monitoring the progress of the IDP processes;
- Facilitation of resolution of disputes related to IDP;
- Assist Municipalities in the IDP drafting process when required;
- Facilitation of IDP - related training where required;
- Co-ordinate and manage the MEC's assessment of IDPs;
- Provide relevant information on the provincial sector departments' plans, programmes, budgets, objectives, strategies and projects in a concise and accessible manner;
- Provide sector expertise and technical knowledge to the formulation of municipal strategies and projects; and
- Engage in a process of alignment with and District Municipalities

#### **4.8 Support Providers and Planning Professionals**

Support Providers and Professionals such as Consultants, Non-Governmental Organizations (NGO's).

Municipal Planning Officials have the following Roles and Responsibilities:

- Providing methodological/technical guidance to the IDP process;
- Facilitation of planning workshops;
- Documentation of outcomes of planning activities;
- Special studies or other product related contributions;
- Support to organized and unorganized groups and communities to more effectively engage in and contribute to the planning process; and to

- Ensure the IDP is aligned with the budget and planning requirements of provincial and national departments.

#### **4.9 HEADS OF DEPARTMENT AND OFFICIALS**

As the person in charge for implementing IDPs, the technical/sectional officers have to be fully involved in the planning process to:

- provide relevant technical, sector and financial information for analysis for determining priority issues;
- contribute technical expertise in the consideration and finalisation of strategies and identification projects;
- provide departmental operational and capital budgetary information;
- be responsible for the preparation of project proposals, the integration of projects and sector programmes; and
- be responsible for preparing amendments to the draft IDP for submission to the municipal council for approval and MEC for Local Government for alignment

The municipalities will need to establish a set of organization arrangements to:-

- institutionalize the participation process;
- effectively manage the drafting of outputs; and
- give affected parties to contribute to the decision making process

### **5. PROPOSED PLANNING ACTIVITIES AND PUBLIC PARTICIPATION**

Public participation is in accordance with the provisions of Chapter 4 Sections 17 and 18 of the Local Government Municipal Systems Act 32 of 2000. All the stakeholders in the community shall submit names of people who shall represent them in the IDP Representative Forum.

#### **PHASE 1: ANALYSIS Cluster**

meetings;

Community and Ward Committee meeting organized by councilors;

Stakeholder meetings;

Sample surveys (if necessary);

Opinion polls (on certain issues if necessary); IDP

Representative Forum;

## **PHASE 2: STRATEGIES**

- Strategy workshops, with **IDP** Representative Forum of the Municipality, sector provincial and national departments and selected representatives of stakeholder organizations and resource people.
- Stimulation of public debate through public events like public meetings, press conferences, etc.

## **PHASE 3: PROJECTS**

Municipality-wide Projects/Programs

Technical subcommittees with few selected representatives of stakeholder's organizations/civil society

**IDP** Representative Forum

Localized Community Level Projects/Programmes

Intensive dialogue between technical subcommittees and affected communities/ stakeholders

## **PHASE 4: INTEGRATION**

**IDP** Representative Forum

## **PHASE 5: APPROVAL**

Broad public discussion/consultation process within community/stakeholder organizations

Opportunity for comments from community and stakeholder organization

**IDP** Representative Forum

## **ANNUAL IMPLEMENTATION**

- Operational Business Plan
- Municipal budget
- Monitoring and **Evaluation**} **IDP** Representative Forum
- Reporting

## **6. PROCESS PROGRAMME**

The proposed process programme is as follows:

## **INTEGRATED DEVELOPMENT PLANNING PROCESS**

### **1. FIVE YEAR IDP PLANNING PROCESS**

#### **1.1 Phase 1: Analysis**

- (a) Legal Framework Analysis
- (b) Leadership Guidelines
- (c) Municipality Technical Development Analysis
- (d) Community and Stakeholder Development Analysis
- (e) Institutional Analysis
- (f) Economic Analysis
- (g) Socio-Economic Analysis
- (h) Spatial Analysis
- (i) Environmental Analysis
- (j) In-depth Analysis and Identification of Key Development Priorities

#### **1.2 PHASE 2: STRATEGIES**

- (a) Reviewing or confirming Vision, Mission and Value System
- (b) Perform a Gap Analysis
- (c) Identify Key Performance Areas (KPA's)
- (d) Determine Strategies and Development Objectives

#### **1.3 PHASE 3: PROJECTS**

- (a) Evaluation and Prioritization of Projects and Programmes
- (b) Formulate Project and Programme Proposals in terms of:
  - KPA's
  
  - Objectives and Key Performance Indicators (KPI's)
    - Measures
    - Targets
    - Initiatives
    - Locations
    - Target Dates
    - Responsibility

- Cost/Budget Implications
  - Source of Finance
- c) Compile Five Year Operational Business Plans which will include the identified Projects and Programs

#### 1.4 **PHASE 4: INTEGRATION**

- (a) Screening, Revision and Integration of Projects, Programmes and Sectoral Operational Business
- (b) Institutional Restructuring and Alignment
- (c) Performance Management System
- (d) Compile an Integrated Communication Plan

#### 1.5 **PHASE 5: APPROVAL**

- (a) District Alignment
- (b) Public Comments
- (c) Provincial National Alignment
- (d) Final Approval by the Municipal Council

## 2. **ANNUAL IMPLEMENTATION**

- 2.1 Compiling Operational Business Plans
- 2.2 Compiling Municipal Budget
- 2.3 Monitoring and Evaluation
- 2.4 Reporting