



**NKANGALA DISTRICT MUNICIPALITY**

# 2023/24 Final IDP Framework Plan 2023

# NDM 2023/24 FINAL IDP/BUDGET/PMS REVIEW FRAMEWORK PLAN

## Table of Contents

### Contents

1. Introduction .....	3
2. Roles And Responsibilities Of District And Local Municipalities .....	3
3. Preparing For The Idp /Budget And Pms Alignment.....	3
3.1 The Idp And Igr .....	4
3.2 District Development Model.....	4
3.2.1. Purpose Of The One Plan .....	5
4. The Idp Review Process.....	5
4.1 Idp Review Phases .....	6
4.2 Adoption Of Process.....	8
5. Submission To Mec For Local Government .....	9
6. Drafting And Adoption Of Municipal Budget .....	9
7. Implementation Management, Monitoring & Evaluation .....	9
8. Mechanisms And Procedures For Public Participation .....	17
8.1 Objectives Of Public Participation .....	17
8.2. The District Will Also Use The Following Participation Mechanisms .....	17
9. Organizational Arrangements And Roles And Responsibilities .....	17
9.1 IDP Structures.....	17
9.2. Intergovernmental Coordination.....	20
9.3 Internal Distribution Of Roles And Responsibilities Within The Municipality .....	22
10. Binding National And Provincial Plans, Planning Requirements And Strategies .....	24
11. Planning Alignment Within The Three Spheres Of Government .....	25
12. Ammendment Of The Framework Plan .....	25
13. Budget For The Planning Process.....	26
14. Conclusion .....	26
Part B: NDM Process Plan .....	27
15. NDM Process Plan .....	27
15.1 Timeframes .....	28
15.2 Mechanisms, Processes And Procedures For Consultation .....	29

## 1. INTRODUCTION

The Integrated Development Plan (IDP) process is a process through which the municipalities prepare strategic development plans for a five-year period. An IDP is one of the key instruments for local government to cope with its new developmental role and seeks to arrive at decisions on issues such as municipal budgets, land management, promotion of local economic development. The Framework for integrated development planning is the mechanism to ensure alignment and integration between the IDPs of the Nkangala District Municipality and local municipalities of which is Steve Tshwete, Emakhazeni, Emalahleni, Thembisile Hani, Victor Khanye, Dr JS Moroka and Nkangala.

According to Section 27(1) of the Municipal Systems Act, No 32 of 2000, *“Each district municipality, within a prescribed period after the start of its elected term and after following a consultative process with local municipalities within its area, must adopt a framework for integrated development planning in the area as a whole”.*

Furthermore, the Municipal Finance Management Act 56, 2003 requires a municipal council to integrated development annually. The review of the IDP should be based on the previous financial and budgetary performance. Therefore, the council is required to amend IDP based on its annual review.

The function of the framework is to bind both the district municipality and local municipalities in the area and is aimed at proper consultations, coordination and alignment between the planning process of the district municipality and various local municipalities.

1.1 The IDP framework plan programme consist of the following phases which will allow us to ensure alignment between the District and local municipalities.

- Pre-planning Phase
- Analysis Phase
- Strategy phase
- Project Phase
- Integration phase
- Approval phase

## 2. ROLES AND RESPONSIBILITIES OF DISTRICT AND LOCAL MUNICIPALITIES

The legislation requires District Councils and Local Municipal Councils to do integrated development planning. A district municipality is responsible for integrated development planning for the district municipality, including a framework for integrated development plans of all municipalities in the area of the district municipality. The Municipal Systems Act further states that this framework binds both the district municipality and the local municipalities in the area of the district municipality.

### The district IDP Framework must at least:

- Identify the plans and planning requirements binding in terms of national and provincial legislation on the District municipality and the local municipalities;
- Identify all matters that must be included in the district IDP and local IDPs that requires alignment;
- Specify the principles to be applied and the approach to be adopted in respect of those matters and determine procedures for consultation between the district and local municipalities in the process of drafting their respective IDPs as well as procedures to effect changes to the framework.

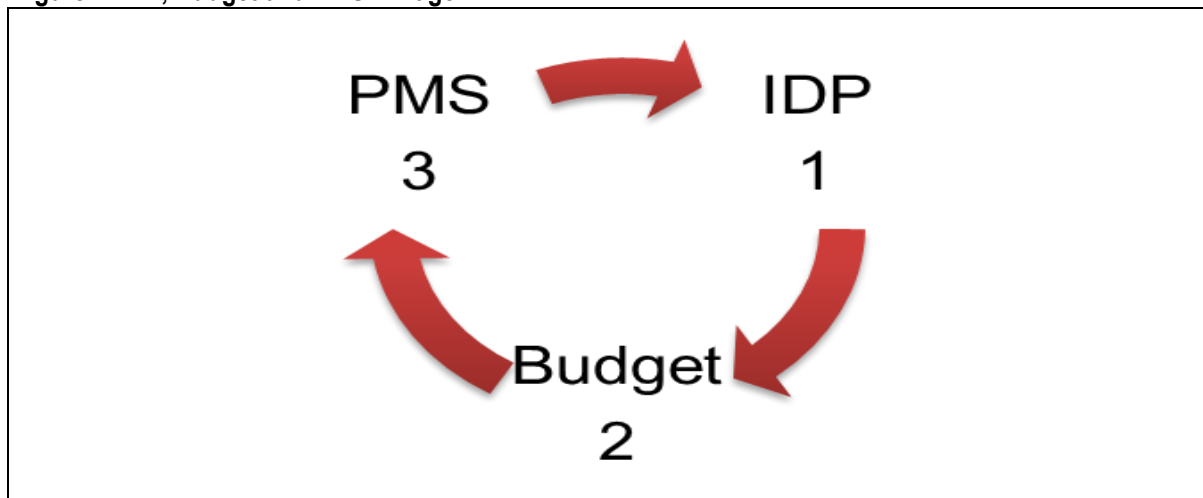
These legal requirements must be seen in the context of the results of demarcation which imply a fundamental change in the relationship between district councils and local councils.

## 3. PREPARING FOR THE IDP /BUDGET AND PMS ALIGNMENT.

IDP, budget and performance management systems (PMS) are all components of one overall development planning and management system. The IDP sets out what the municipality aims to accomplish, how it will do this. The PMS enables the municipality to check to what extent is it achieving its aims. The budget provides the resources that the municipality will use to achieve its aims.

Therefore, it is critical that strategies, objectives, programmes, project activities and performance indicators in the IDP inform the development of Service Delivery and Budget Implementation Plan as depicted in **figure 1** below:

**Figure 1: IDP, Budget and PMS linkage**



### 3.1 The IDP and IGR

The IDP is the key instrument to achieve developmental local governance for decentralised, strategic, participatory, implementation orientated, coordinated and integrated development. Preparing an IDP is not only a legal requirement in terms of the legislation but it is the instrument for realising municipalities' major developmental responsibilities to improve the quality of citizens life. It seeks to speed-up service delivery by securing a buy-in of all relevant role-players and provides government departments and other social partners with a clear framework of the municipality's development trajectory to harness implementation efforts.

Integrated development planning also promotes intergovernmental co-ordination by facilitating a system of communication and co-ordination between local, provincial and national spheres of government. Local development priorities, identified in the IDP process, constitute the backbone of the local governments' budgets, plans, strategies and implementation activities. Hence, the IDP forms the policy framework on which service delivery, infrastructure development, economic growth, social development, environmental sustainability and poverty alleviation rests. The IDP therefore becomes a local expression of the government's plan of action as it informs and is informed by the strategic development plans at national and provincial spheres of government.

Further, in terms of the division of functions and powers between district and local municipalities as per S83 and S84 (1) of the Structures Act, a District municipality has the following functions and powers:

- A district municipality must seek to achieve the integrated, sustainable and equitable social and economic development of its area as a whole by ensuring integrated development planning for the district as a whole
- Integrated development planning for the district municipality as a whole including a framework for integrated development plans for the local municipalities within the area of the district municipality.

Therefore, in terms of S29 (2) & (3) of the MSA a District municipality must plan integrated development for the area of the district municipality as a whole but in close consultation with the local municipalities in that area. A local municipality must align its integrated development plan with the framework adopted in terms of **S27** (i.e. the **District Framework Plan**).

### 3.2 District Development Model

The District Development Model (DDM) is an operational model for improving cooperative governance aimed at building a capable, ethical and developmental State. It embodies an approach by which the three spheres of government and state entities work collaboratively in an impact-oriented way, and where there is higher performance and accountability for coherent service delivery and development outcomes.

chapter thirteen of South Africa's National Development Plan (NDP) asserts that "neither social nor economic transformation is possible without a capable and developmental state," thereby entrenching this nebulous concept as a crucial aspect of our country's growth strategy.

The DDM is an intergovernmental approach focusing on the district spaces as IGR impact zones for more effective joint planning, budgeting and implementation over multi-year planning and electoral cycles. Although each sphere, sector or entity has its distinct constitutional powers, functions and responsibilities, they cooperate and undertake collaborative planning, budgeting and implementation processes converging developmental efforts at the district/metropolitan level. This joint work is expressed through the formulation and implementation of a “One Plan” which is a long-term strategic framework guiding investment, service delivery and development in relation to each of the district and metropolitan spaces.

The District Development Model (DDM) is aimed at transforming the economy and improving the quality of life of people by enhancing cooperative governance and overall state coherence and performance. It is focused on bringing about fundamental change with the following strategic goals:

- To respond strategically to the socio-economic impact of Covid-19;
- To stimulate new thinking, new socio-economic paradigms, new and bold solutions and alternatives;
- To fundamentally change conditions on the ground:
  - o People
  - o Economy
  - o Space
- To develop resilience and prosperity of the Country;
- To facilitate Responsive Institutions and Change Management; and
- To embed a Programmatic Approach to Cooperative Governance

### 3.2.1. Purpose of the One Plan

With the above as point of departure, the purpose of the Nkangala District One Plan is as follows:

- To improve cooperative governance aimed at building a capable, ethical, and developmental State.
- To ensure that the three spheres of government and state entities work collaboratively in an impact-oriented way, and where there is higher performance and accountability for coherent service delivery and development outcomes.
- To focus on key priorities and implementation of critical high impact projects and programmes in order to accelerate service delivery.
- To designate the District as an IGR impact zones for more effective joint planning, budgeting and implementation over multi-year planning and electoral cycles.
- To respond strategically to the socio-economic impact of Covid-19;
- To provide a set of development objectives and directives fundamental to the One Plan Vision;
- To provide a One Plan Vision Development Strategy that can be linked and aligned to the NDM IDP, local municipalities IDPs and budget processes;
- Formulate Long Term, Medium Term Development Priorities for the District which will inform the short-medium term priorities of the District IDP as well as the development objectives contained in District Sector Plans;
- Identify priority Infrastructure and socio-economic development Programmes and Projects required to serve as catalyst to the Vision of the District;
- Inform Financial Plans/Budget and Expenditure of the Nkangala District, local municipalities, all spheres of government, state entities and private sector.
- Inform Short-, Medium- and long-Term Priorities of other state departments and state entities

### 3.2. MAINSTREAMING OF GBVF

- All municipalities in the district should include Gender Based Violence and Femicide into 2023/24 IDP's

## 4. THE IDP REVIEW PROCESS

S34 of the MSA provides for the annual review of the IDP in accordance with an assessment of its performance measurements and to the extent that changing circumstances so demand. In order to systematically and procedurally review the IDP, a District Municipality, must, in term of S27 (1) of the Act, within a prescribed period after the start of its elected term and after following a consultative process with the local municipalities within its area of jurisdiction, adopt a framework for integrated development planning in the area as a whole.

**The District Framework Plan binds both the District municipality and the local municipalities within its area of jurisdiction.**

Beyond the fact that the Framework Plan specifies timeframes for the different steps, it must at least cover the following issues:

- a) Identify plans and planning requirements binding in terms of national and provincial legislation on the district municipality and the local municipalities or on any specific municipality;
- b) Identify matters to be included in the integrated development plans of the district municipality and the local municipalities that require alignment;
- c) Specify the principles to be applied and co-ordinate the approach to be adopted in respect of those matters; and
- d) Determine procedures:
  - i) For consultation between the district municipality and the local municipalities during the process of drafting their respective integrated development plans; and
  - ii) To effect essential amendments to the framework.

Section 29 of the MSA goes further to entrench a cooperative relationship between the District and local municipalities within the District's area of jurisdiction. It must be noted that in terms of Section 29 (2) (a) a district municipality must plan integrated development for the area of the district municipality considering the inputs and proposals made by local municipalities. Similarly, a local municipality must align its IDP processes with the District Framework Plan.

### 4.1 IDP REVIEW PHASES

The synchronization of planning activities between District and constituent Local Municipalities is essential to ensure that the planning activities occur, and outputs are available more or less simultaneously so that the joint and complimentary responsibilities of the municipalities can be undertaken for all and by all responsible, at the same time. This approach will avoid duplication of the required joint processes and maximize the use of limited human resource capacities. It will also ensure consultation between the local and district municipalities and over decision that effect and are binding on both.

This Framework Plan is envisaged to play a pivotal role in defining the nature of the IDPs for all municipalities within the District, and the extent to which they are aligned to each other, and their level of coherence in guiding the municipal response to developmental aspirations of the communities therein.

**PRE-PLANNING PHASE:** Before starting the planning process, an IDP Process Plan must be drawn up. This plan is meant to ensure the proper management of the Integrated Development Planning Process. The Plan must be set out in writing in terms of the legislation and must comply with the provisions of the District Framework Plan in terms of the binding National and Provincial Planning Frameworks, mechanisms and processes stipulated in the Framework Plan of the District. All municipalities must adopt their IDP Process Plans/ Framework Plan by August 2022.

**ANALYSIS PHASE:** During this phase information is collected on the existing conditions within the municipality. When assessing the existing level of development in the municipality, the level of access to basic services and those communities that do not have access to these services must be identified. Focus must be on the types of problems faced by community in the area and the causes of these problems. The identified problems are assessed and prioritised in terms of what is urgent and what needs to be done first. Information on availability of resources is also collected during this phase. Community engagements, stakeholder engagements and researched information should form the basis of this phase. The District will be engaging communities within all LMs during September/October 2022 and January/February 2023 to engage communities by collecting data regarding conditions in communities.

## NDM 2023/24 FINAL IDP/BUDGET/PMS REVIEW FRAMEWORK PLAN

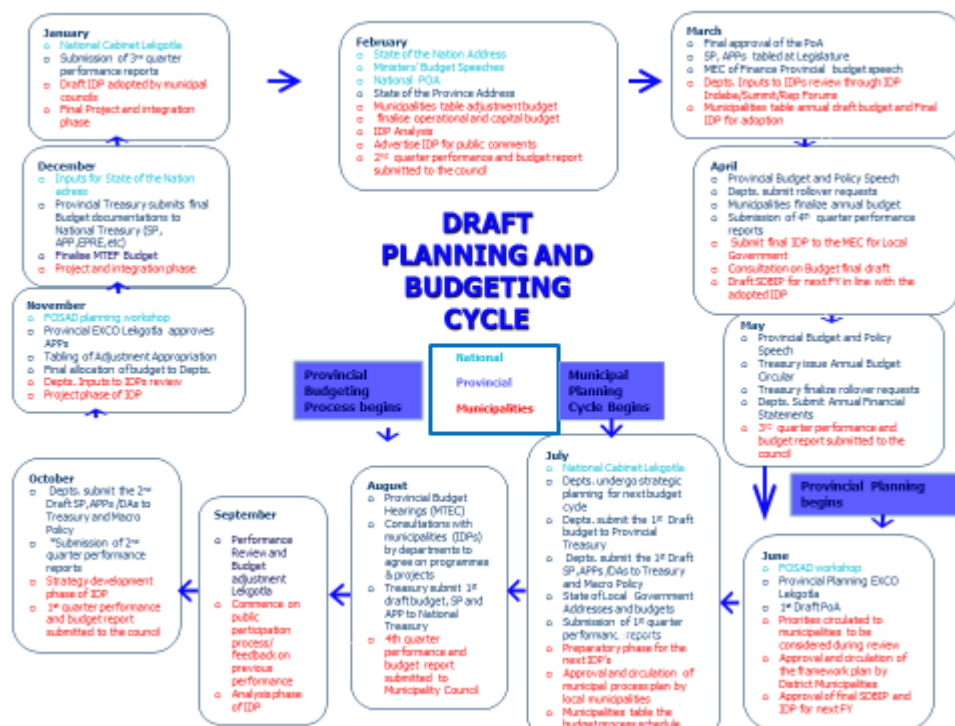
**STRATEGIES PHASE:** The Nkangala District municipality must begin to contemplate on the best possible strategies to tackle the identified challenges. Critical in this process in order to ensure a focused analysis, the municipal vision must be confirmed and development objectives containing clear statements of what the municipality would like to achieve in the medium term to deal with the problems outlined in the first phase be confirmed. Internal transformation needs, Council's development priorities must be considered when formulating council objectives. This process should involve strategy workshops, targeted stakeholder engagements, sector Provincial and National department's engagements, social partners, interest-based groups and organized civil society. The District has identified a best strategy to achieve its development objectives by conducting a Strategic Lekgotla, which will be held once a year to engage on how to achieve the objectives formulated.

**PROJECTS PHASE:** During this phase the municipality works on identification of programmes and projects. Clear details for each project must be worked out. Clear targets must be set, and indicators worked out to measure performance as well as the impact of individual programmes and projects. The identified programmes and projects must have a direct link to the priority issues and objectives identified in the previous phase. Municipalities must ensure engagement of internal technical committees, possibly with selected key stakeholders. The needs and views of the affected communities must be taken as a priority. The project technical committees and their subcommittees must be able to distinguish between the strategic municipal wide development programmes and the localized community-level projects. The District achieves the phase by conducting IDP/PMS Technical Committee and DDM Committee every six months to engage with stakeholders regarding the implementation of 2022/23 financial year programmes and projects.

**INTEGRATION PHASE:** Once all programmes and projects have been identified, the municipality must confirm that the identified projects will achieve the desired impact in terms of addressing the identified challenges and are aligned with the objectives and strategies and comply with legislation. The identified programmes/projects will set the pace and direct the trajectory emanating from the overall picture of the development plans of all the stakeholders, including sector departments and social partners.

During this period, as per **figure 2**, Provincial Sector Departments will have finalized their draft strategic plans.

**Figure 2: Intergovernmental Planning and budgeting cycle**



Public discussion, community engagement and opportunities for comments from residents and interested stakeholder organisation must be facilitated and appropriate mechanisms should be in place and be institutionalised. Towards the completion of this phase municipalities must engage stakeholders on draft IDP/

## NDM 2023/24 FINAL IDP/BUDGET/PMS REVIEW FRAMEWORK PLAN

Budget to confirm the chosen development trajectory with all the stakeholders. In order to address challenges concerning the implementation of 2022/23 financial years programmes/ projects and aligning it with District objectives and strategies.

This process should continue concurrently with the commenting period in terms of S15 (3) of the Municipal Planning and Performance Management Regulations, Government Gazette, No. R. 796 which require that a municipality must afford the local community at least 21 days to comment on the final draft of its integrated development plan before the plan is submitted to the council for adoption.

In terms of S30 of the MSA, the executive committee or executive mayor of a municipality must, *inter alia*, in accordance with S29 of the MSA, submit the draft plan to the municipal council for adoption by the council. Thus, adoption of the draft IDP by the municipal council will be a precondition for the advertisement of the draft IDPs for 2022/23 financial year in order to, *inter alia*, improve transparency and accountability between the council and the communities. Thus all municipalities must present their draft IDPs for 2022/23 financial year before their respective councils for adoption by the 31<sup>st</sup> of March 2023.

**ADOPTION PHASE:** After the completion of the IDP process, the compiled IDP document must be presented to Council for consideration and adoption. Municipalities must adopt their 2022/23 IDP on or before end of May 2023. In terms of S36 of the Municipal Systems Act, *a municipality must give effect to its IDP and must conduct its affairs in a manner which is consistent with its integrated development plan*. The budget of the municipality must be informed by the adopted IDP. The public must be informed of the adoption of the reviewed IDP by notice in a newspaper circulating in the District or by placing the notice on official notice boards in terms of Section 25 (4) of the Act. It is critical to note that in terms of S25 (4) (b) of the Act, municipalities must after adoption of the IDP publicise a summary of the Plan.

### 4.2 ADOPTION OF PROCESS

Subsequent to the adoption of the District Framework Plan, a local municipality must prepare and adopt a **Process Plan** to guide the planning, drafting, adoption and review of its integrated development plan. The Process Plan, as anticipated in Section 28 of the Systems Act, must be 'set out in writing'. The Process Plan should seek to provide a mechanism that ensures certain minimum quality standards of the IDP process and a proper coordination between and within the spheres of government. The adopted Process Plan binds the local municipality. The Process Plan of a local municipality must be informed by the District Framework Plan.

The process followed by a municipality to draft its integrated development plan, including its consideration and adoption of the draft plan must in terms of S29 (1):

- 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;
- (a) provide for the identification of all plans and planning requirements binding on the municipality in terms of national and provincial legislation; and
- (b) be consistent with any other matters that may be prescribed by regulation.

The Process Plans of municipalities must include, *inter alia*:

- A programme specifying the timeframes for the different planning steps;
- Appropriate mechanisms, processes and procedures for consultation and participation of local communities, organs of state, traditional authorities and other role-players in the IDP drafting process; and
- The identification of all plans and planning requirements binding on the municipality in terms of National and Provincial legislation. Local Municipalities are required to consult the local community before adopting the process and after adoption of the process sub-Section 3 stipulates that a municipality must give notice to the local community of particulars of the process it intends to follow. Thus, as per the former issue the draft municipal Process Plans must be presented to the municipal consultation fora, and special meetings may also be held with the identified stakeholders and communities. In terms of the latter matter,



## **NDM 2023/24 FINAL IDP/BUDGET/PMS REVIEW FRAMEWORK PLAN**

communities must be informed of the adoption of the Process Plans, through the available municipal communication channels. This matter is dealt with in detail under Section 3 of this document. The pertinent processes and timeframes framework is provided for in the next section under the IDP review phases. Municipalities must, in terms of the legislation, abide by the indicated processes and timeframes.

### **5. SUBMISSION TO MEC FOR LOCAL GOVERNMENT**

In terms of S32 (1)(a) of the MSA, the municipal manager of a municipality must submit a copy of the integrated development plan as adopted by the council of the municipality and any subsequent amendment to the plan, to the MEC for local government in the province within 10 days of the adoption or amendment of the plan. Such a copy must be accompanied by a summary of the process in terms of S28, a statement that the process has been complied with, together with any explanations that may be necessary to amplify the statement, and a copy of the District Framework Plan as adopted in terms of S27 of the Act. The District will submit a copy of its adopted 2022/23 IDP on or before 10 days after the adoption of the plan.

### **6. DRAFTING AND ADOPTION OF MUNICIPAL BUDGET**

The drafting of the Municipal budget is regulated in terms of the Municipal Finance Management Act of 2003 (MFMA). S21(1) of the MFMA states that the mayor of a municipality must co-ordinate the processes for preparing the annual budget and for reviewing the municipality's integrated development plan and budget-related policies to ensure that the tabled budget and any revisions of the integrated development plan and budget-related policies are mutually consistent and credible. At least 10 months before the start of the budget year the Mayor must table in the municipal council a time schedule outlining key deadlines for the preparation, tabling and approval of the annual budget. In order for the municipal council to adopt the budget of the municipality, the mayor of the municipality must table the annual budget at a council meeting at least 90 days before the start of the budget year in terms of S16 (2) of the MFMA, which annual budget must be approved by the council, in terms of S16 (1) of the same Act, before the start of that financial year.

### **7. IMPLEMENTATION MANAGEMENT, MONITORING & EVALUATION**

Chapter 6 of the MSA requires municipalities to develop and implement performance management systems. A municipality's performance management system entails a framework that describes and represents how the municipality's cycle and processes of performance planning, monitoring, measurement, review, reporting and improvement will be conducted, organised and managed, including determining the roles of the different role-players. A performance management system must be adopted before or at the same time as the commencement by the municipality of the process of setting key performance indicators and targets in accordance with its integrated development plan. The system further provides the municipality with a mechanism of early warning for under-performance and promotes accountability and good corporate governance.

In order to implement the identified performance objectives and targets through the budget, S53 of the MFMA requires that the Mayor approves the municipality's service delivery and budget implementation plan (SDBIP) within 28 days after the approval of the budget. The implementation of the SDBIP must be linked to the performance agreement that must be concluded in terms of the Municipal Manager and managers reporting to him, in terms of S57 of the MSA. In order to continually review municipal performance,

In terms of the Local Government: Municipal Planning and Performance Management Regulations of 2001 a municipality must, after consultation with the local community, develop and implement mechanisms, systems and processes for the monitoring, measurement and review of performance in respect of the key performance indicators and performance targets set by it. The mechanisms, systems and processes for monitoring and must:

- provide for reporting to the municipal council at least twice a year;
- be designed in a manner that enables the municipality to detect early indications of under-performance; and
- Provide for corrective measures where under-performance has been identified.

A municipality must develop and implement mechanisms, systems and processes for auditing the results of performance measurements as part of its internal auditing processes. In order to fully execute the function of auditing performance, S14 (2) (a) of the Regulations require that a municipality must annually appoint and budget for a performance audit committee.

## NDM 2023/24 FINAL IDP/BUDGET/PMS REVIEW FRAMEWORK PLAN

**Table 1:** Summary of the activities and timeframes for the Budget and PMS of NDM (2022/23)

STAGE	STAGES IN THE IDP/BUDGET/PMS PROCESS	PROCESS	RESPONSIBILITY	TIME FRAME
1	PREPARATORY PHASE	<b>BUDGET PROCESS</b>		
		<ul style="list-style-type: none"> <li>Submit the approved operating and capital Budget to National and Provincial Treasuries in both printed and electronic copies and publish the documents in the website of the municipality.</li> </ul>	Municipal Manager	June 2022
		<ul style="list-style-type: none"> <li>Finalising of all plans and budget working paper files to implement the approved budget.</li> </ul>	CFO / MM	June 2022
		<b>PERFORMANCE MANAGEMENT PROCESS</b>		
		<ul style="list-style-type: none"> <li>Municipal Manager to submit the <b>2022/23</b> draft SDBIP to the Executive Mayor.</li> </ul>	Municipal Manager/PMS Manager	June 2022
		<ul style="list-style-type: none"> <li>Executive Mayor approves the <b>2022/23</b> SDBIP</li> </ul>	Executive Mayor/PMS Manager	June 2022
		<ul style="list-style-type: none"> <li>Municipal Manager to submit the draft <b>2022/23</b> performance agreements to the Executive Mayor</li> </ul>	Municipal Manager /PMS Manager	July 2022
2	PLANNING & ANALYSIS PHASE	<b>IDP PROCESS</b>		
		<ul style="list-style-type: none"> <li>Adoption of draft IDP / Budget / performance IDP Framework process plan</li> </ul>	General Manager Planning and Economic Development	July 2022

## NDM 2023/24 FINAL IDP/BUDGET/PMS REVIEW FRAMEWORK PLAN

STAGE	STAGES IN THE IDP/BUDGET/PMS PROCESS	PROCESS	RESPONSIBILITY	TIME FRAME
		<ul style="list-style-type: none"> <li>Consulting on IDP / Budget and performance process plan</li> </ul>	General Manager Planning and Economic Development	July 2022
		<ul style="list-style-type: none"> <li>Adoption of the final IDP / Budget and performance Framework Plan /Process Plans</li> </ul>	General Manager Planning and Economic Development	August 2022
		<ul style="list-style-type: none"> <li>Assessment of the previous IDP performance, level of development &amp; backlogs (IDP Steering Committee)</li> </ul>	General Manager Planning and Economic Development	November 2022
		<ul style="list-style-type: none"> <li>Stakeholder Engagements</li> </ul>	Executive Mayor	On or before December 2022
		<b>BUDGET PROCESS</b>		
		<ul style="list-style-type: none"> <li>Review previous year's processes, what worked well, what didn't, where to improve and issues to address for legislative compliance and completion of the Budget Evaluation Checklist (BEC)</li> <li>Tabled an IDP and budget process plan to council for approval.</li> <li>Tabled to council an adjustment budget for Roll over capital projects in terms of section 28(2)(e)</li> <li>To enable preparation of a budget that is mSCOA compliant.</li> <li>Prepare and commencing with the budget process and engaging departments on budget related issues.</li> </ul>	Executive Mayor	July - August 2022

## NDM 2023/24 FINAL IDP/BUDGET/PMS REVIEW FRAMEWORK PLAN

STAGE	STAGES IN THE IDP/BUDGET/PMS PROCESS	PROCESS	RESPONSIBILITY	TIME FRAME
		<ul style="list-style-type: none"> <li>Conducting workshops with departments and budget steering committee on budgeting on mSCOA.</li> </ul>		
		<b>PERFORMANCE MANAGEMENT PROCESS</b>		
		<ul style="list-style-type: none"> <li>Approve <b>2022/23</b> Reviewed PMS Framework Policy</li> </ul>	Municipal Manager/PMS Manager	June 2022
		<ul style="list-style-type: none"> <li>Publish <b>2022/23</b> performance agreements and plans within 14 days on website</li> </ul>	Executive Mayor/PMS Manager	July 2022
		<ul style="list-style-type: none"> <li>Submit <b>2022/23</b> performance agreements to MEC co-operative governance and traditional affairs.</li> </ul>	Executive Mayor	July 2022
		<ul style="list-style-type: none"> <li>Finalize Annual Performance Report</li> </ul>	Municipal Manager/PMS Manager	August 2022
		<ul style="list-style-type: none"> <li>Table <b>2022/23</b> draft Annual Performance Report before Council</li> </ul>	Executive Mayor	December 2022
		<ul style="list-style-type: none"> <li>Submit the <b>2022/23</b> Annual Performance Report to office of the Auditor General</li> </ul>	Municipal Manager/PMS Manager	December 2022
<b>3</b>	<b>STRATEGY</b>	<b>IDP PROCESS</b>		
		<ul style="list-style-type: none"> <li>IDP Strategic Lekgotla</li> </ul>	Executive Mayor	March 2023
		<b>PERFORMANCE MANAGEMENT PROCESS</b>		
		<ul style="list-style-type: none"> <li>1<sup>st</sup> 2022/23 quarterly reports</li> </ul>	Municipal Manager	November 2022
<b>4</b>	<b>PROJECTS &amp; INTEGRATION</b>	<b>IDP PROCESS</b>		
		<ul style="list-style-type: none"> <li>Designs of project proposals, setting of project objectives, targets and indicators.</li> </ul>	All Departments	January - March 2023

## NDM 2023/24 FINAL IDP/BUDGET/PMS REVIEW FRAMEWORK PLAN

STAGE	STAGES IN THE IDP/BUDGET/PMS PROCESS	PROCESS	RESPONSIBILITY	TIME FRAME
		<ul style="list-style-type: none"> <li>Integration of sector plans into the IDP to address community basic service needs e.g. water, roads, electricity etc.</li> </ul>	All Sector Departments/ General Manager Planning and Economic Development	March –April 2023
		<b>BUDGET PROCESS</b>		
		<ul style="list-style-type: none"> <li>Prepare draft budget for the ensuing year 2022/23 and the projections for the two outer years (MTREF).</li> </ul>	All Departments	November-December 2022
		<ul style="list-style-type: none"> <li>Finalisation of the draft <b>2022/2023</b> annual budget and MTREF that is mSCOA complaint.</li> <li>Tabling the inputs of draft budget to the budget steering committee.</li> </ul>	CFO	January –February 2023
		<b>ADJUSTMENTS BUDGET PROCESS</b>		
		<ul style="list-style-type: none"> <li>Finalization of the Mid-year assessment report for <b>2022/23</b> for adoption by council</li> </ul>	Municipal Manager	January 2023
		<ul style="list-style-type: none"> <li>Finalisation of the <b>2022/23</b> adjustments budget informed by the mid-year assessment report</li> <li>Submit to provincial and National treasury</li> <li>Place the Adjustment budget on municipal website</li> </ul>	CFO	February 2023
		<ul style="list-style-type: none"> <li>Consolidation, integration and prioritisation of projects submitted in accordance with the IDP priorities.</li> </ul>	CFO	February 2023
		<b>PERFORMANCE MANAGEMENT PROCESS</b>		
		<ul style="list-style-type: none"> <li>Table final Annual Report before Council</li> </ul>	Executive Mayor/PMS Manager	December 2022

## NDM 2023/24 FINAL IDP/BUDGET/PMS REVIEW FRAMEWORK PLAN

STAGE	STAGES IN THE IDP/BUDGET/PMS PROCESS	PROCESS	RESPONSIBILITY	TIME FRAME
		<ul style="list-style-type: none"> <li>Mid-year written assessment for section 56 managers</li> </ul>	Municipal Manager/PMS Manager	February 2023
		<ul style="list-style-type: none"> <li>Submit the Annual Performance Report to MEC for Local Government</li> </ul>	Municipal Manager/PMS Manager	December 2022
5	APPROVAL/TABLING/ADOPTION	<b>IDP PROCESS</b>		
		<ul style="list-style-type: none"> <li>Tabling of the draft IDP to Mayoral committee and Council</li> </ul>	Executive Mayor	March 2023
		<ul style="list-style-type: none"> <li>Advertise the draft IDP for Comments</li> </ul>	Municipal Manager	April 2023
		<ul style="list-style-type: none"> <li>Stakeholder Engagements</li> </ul>	Executive Mayor	April 2023
		<ul style="list-style-type: none"> <li>Table the Final IDP before Council</li> </ul>	Executive mayor	May 2023
		<ul style="list-style-type: none"> <li>Submit the approved IDP to the MEC of Local Government within 10 days, after approval</li> </ul>	Municipal Manager	June 2023
		<ul style="list-style-type: none"> <li>Advertise the approved IDP</li> </ul>	Municipal Manager	June 2023
		<b>BUDGET PROCESS</b>		
		<ul style="list-style-type: none"> <li>Tabling of adjustments budget before Mayoral Committee.</li> </ul>	Municipal Manager	February 2023
		<ul style="list-style-type: none"> <li>Tabling of adjustment budget before Council</li> </ul>	Executive Mayor	February 2023
		<ul style="list-style-type: none"> <li>Presentation of the departmental strategic planning outcomes to the IDP and Budget Steering Committee</li> </ul>	Departmental Heads	February 2023

## NDM 2023/24 FINAL IDP/BUDGET/PMS REVIEW FRAMEWORK PLAN

STAGE	STAGES IN THE IDP/BUDGET/PMS PROCESS	PROCESS	RESPONSIBILITY	TIME FRAME
		<ul style="list-style-type: none"> <li>▪ Tabling of the draft Budget to Mayoral committee and Council</li> </ul>	Municipal Manager	March 2023
		<ul style="list-style-type: none"> <li>▪ Make public notice on the draft budget in local newspapers, libraries, municipal offices and invite public representations.</li> </ul>	Municipal Manager	April 2023
		<ul style="list-style-type: none"> <li>▪ Community consultation on the tabled draft IDP/budget</li> </ul>	Speaker/Executive Mayor	February -April 2023
		<ul style="list-style-type: none"> <li>▪ Review tabled budget to incorporate community consultation inputs</li> </ul>	CFO	April 2023
		<ul style="list-style-type: none"> <li>▪ Table <b>final</b> annual budget &amp; MTREF that is mSCOA complaint for council adoption</li> <li>▪ Submit to Provincial and National treasury</li> <li>▪ Place the final budget on the municipal website</li> <li>▪ </li> </ul>	Executive Mayor	May 2023
		<b>PERFORMANCE MANAGEMENT PROCESS</b>		
		<ul style="list-style-type: none"> <li>▪ Prepare an oversight report on Annual Report.</li> </ul>	MPAC	January 2023
		<ul style="list-style-type: none"> <li>▪ Table oversight report to Council after consideration of the Annual Report.</li> </ul>	MPAC	January 2023
		<ul style="list-style-type: none"> <li>▪ Make public the oversight report within seven (7) days of the adoption of the annual report.</li> </ul>	Municipal Manager MPAC	January/ February 2023
		<ul style="list-style-type: none"> <li>▪ Submit the annual report and oversight report to MEC Local Government</li> </ul>	Municipal Manager	January/ February 2023

## NDM 2023/24 FINAL IDP/BUDGET/PMS REVIEW FRAMEWORK PLAN

STAGE	STAGES IN THE IDP/BUDGET/PMS PROCESS	PROCESS	RESPONSIBILITY	TIME FRAME
		<ul style="list-style-type: none"><li>3<sup>rd</sup> Quarterly Performance report for 2022/23</li></ul>	Municipal Manager	April 2023



### 8. MECHANISMS AND PROCEDURES FOR PUBLIC PARTICIPATION

One of the main features about the integrated development planning process is the involvement of community and stakeholder organisations in the process. Participation of affected and interested parties ensures that the IDP addresses the real issues that are experienced by the citizens of a municipality.

#### 8.1 OBJECTIVES OF PUBLIC PARTICIPATION

The **Municipal Structures Act, 1998**, **Municipal Systems Act, 2000** and the **Constitution of the Republic of South Africa, 1996** place unique obligations on local government communications and oblige high levels of transparency, accountability, openness, participatory democracy and direct communication with the citizenry in improving their lives for the better. Public participation should be promoted in order to achieve, *inter alia*, the following objectives:

- Consult with the community on their developmental challenges;
- Forms basis for people-centred governance and bottom-up planning process;
- Improve the relationship between council and the communities and thereby improve political accountability and transparency;
- Empower communities through information dissemination/assimilation;
- Establish the community feedback programme, which allows local leaders the opportunity to interact with communities on issues of service delivery;
- Provide communities with a platform to influence the developmental trajectory of municipalities and government in general;
- Provides the municipality with a project/programme evaluation and implementation monitoring feedback mechanism.

#### 8.2. THE DISTRICT WILL ALSO USE THE FOLLOWING PARTICIPATION MECHANISMS

- **Community Engagements through various platforms**  
Provide feedback to the community with the status/progress of the development that the municipality has done in terms of responding to their service delivery and communities given the opportunity to raise key issues affecting them as a community.
- **IDP/PMS Rep Forum**  
The Nkangala District Municipality conduct DDM Workstreams every six months with Sector departments, Private sector, Councillors, Municipalities to discuss issues faced by the District and Local Municipalities during the planning and implementation process and monitoring implementation of projects and programmes. The forum may be held physically or virtually using available platforms.
- **Notice boards**  
The Nkangala District advertise the adoption of the Final IDP document on Notice boards, Municipal website of the District informing the communities of the IDP document as adopted.
- **Publication of IDP**  
Nkangala District shall publicise the Municipal IDP on its Website. Notices regarding the availability of the IDP shall be published in Local newspapers and other available media platforms.

### 9. Organizational Arrangements and roles and responsibilities

#### 9.1 IDP Structures

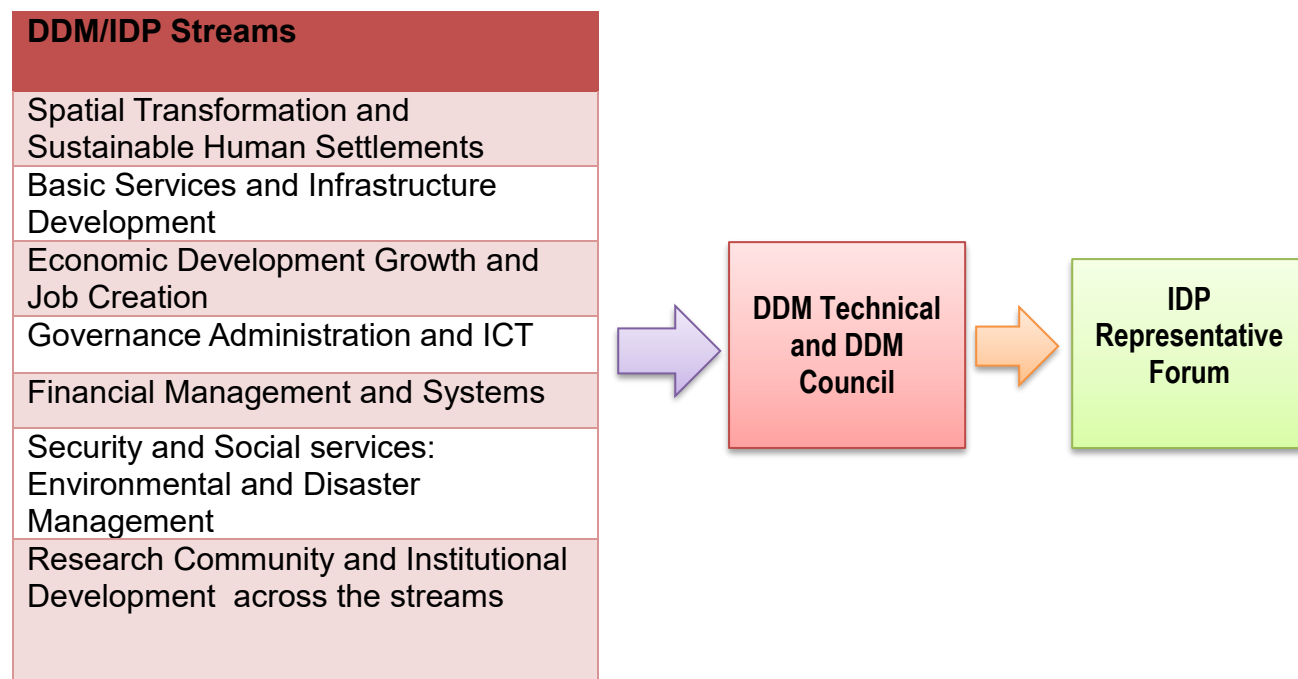
The IDP preparation process requires an intensive consultation and participation of communities, all role-players and key stakeholders in order to achieve shared understanding of the municipal development trajectory and alignment. Although municipalities are expected to establish participation structures, it will however be critical to consider utilising existing arrangements, and adapt them if necessary, and avoid duplication of mechanisms.

The following consultative structures are recommended:

- IDP/ PMS Technical Committee;
- DDM/IDP Working Groups/streams.

The composition and proposed terms of reference for these structures is briefly outlined in **Figure 3** below. The terms of reference outlined below may only be used as guidelines and the scope may vary depending on the municipal circumstances.

## Alignment of DDM STRUCTURES TO IDP structures and process



**Table 3** below summarizes the distribution of roles and responsibilities between the spheres of government. Roles for the District and the role for local municipalities are also outlined.

## NDM 2023/24 FINAL IDP/BUDGET/PMS REVIEW FRAMEWORK PLAN

<b>IDP/PMS REPRESENTATIVE FORUM</b>	This structure institutionalizes and guarantees representative participation in the IDP Processes	<p><b>Chaired by the Executive Mayor.</b>  <b>Comprises of:</b></p> <ul style="list-style-type: none"> <li>▫ Executive Mayor</li> <li>▫ All Councilors</li> <li>▫ Municipal Manager</li> <li>▫ All Directors</li> <li>▫ Senior Municipal officials</li> <li>▫ Sector Departmental Senior Officials</li> <li>▫ Traditional leadership if any</li> <li>▫ Business</li> <li>▫ Labour</li> <li>▫ Parastatals</li> <li>▫ Members of registered NGOs &amp; CBOs</li> </ul>	<ul style="list-style-type: none"> <li>▪ Provide an organizational mechanism for discussion, negotiation and decision making between the stakeholders inclusive of municipal government</li> <li>▪ ▫ Represent constituency interest in the IDP process</li> <li>▪ ▫ Participate in the process of setting and monitoring “key performance indicators”</li> <li>▪ ▫ Promote coordination and alignment of activities vertically and horizontally</li> <li>▪ ▫ Information assimilation/dissemination forum</li> <li>▪ The IDP Steering</li> <li>▪ This structure includes technical experts from</li> <li>▪ Chaired by the Municipal Manager</li> <li>▪ ▫ Define Terms of Reference and membership of</li> </ul>
<b>IDP and PMS Technical Committee</b>	This is an inclusive technical committee involving the municipalities and sector departments.	<p><b>Chaired by the General Manager: Planning and Development</b>  <b>Comprises of:</b></p> <ul style="list-style-type: none"> <li>▪ IDP Managers/coordinators;</li> <li>▪ PMS Managers;</li> <li>▪ Chairpersons of IDP Working Groups;</li> <li>▪ Provincial Department Cooperative Governance and Traditional Affairs;</li> </ul>	<ul style="list-style-type: none"> <li>▪ Serves as the communication mechanism between the NDM and local Municipalities and between the sector departments and municipalities;</li> <li>▪ To ensure the validity and technical correctness of the information presented;</li> <li>▪ To coordinate and align matters of mutual concern between the Sector Departments, District Municipality and the six Local Municipalities;</li> <li>▪ To serve as the mechanism through which consultation and coordination with provincial departments and other external parties e.g. parastatals will take place;</li> <li>▪ To facilitate the integration of the policies, objectives, strategies and projects;</li> <li>▪ Discussions/commenting on inputs from consultants or other specialists;</li> <li>▪ Comment on technical aspects of sector plans;</li> <li>▪ Information assimilation and dissemination on regional development planning issues.</li> </ul>
<b>IDP Working Committees</b>	These are working committees to be established in terms of the municipal <b>Key Focus Areas</b> so as to harness the strategic and implementation-oriented nature of the IDP.	<p><b>Chaired by the relevant Manager from the Department responsible for the Key Focus area under consideration</b>  <b>Comprises of:</b></p> <ul style="list-style-type: none"> <li>▪ Municipal Officials;</li> <li>▪ Sector Departments;</li> </ul>	<ul style="list-style-type: none"> <li>▪ Provision of terms of reference for the various planning activities;</li> <li>▪ Facilitate discussions and resolution of issues pertinent to specific municipal Key Focus Areas and objectives;</li> <li>▪ Consider and make content recommendations items submitted;</li> <li>▪ Facilitate discussion of pertinent issues affecting government and stakeholders;</li> <li>▪ Makes methodology and content recommendations on the municipal planning processes;</li> <li>▪ Commissioning of research studies where applicable;</li> </ul>

## NDM 2023/24 FINAL IDP/BUDGET/PMS REVIEW FRAMEWORK PLAN

			<ul style="list-style-type: none"> <li>➤ Consideration and commenting on inputs from sub-committees, study teams and consultants; and</li> <li>➤ Consideration and commenting Inputs from Provincial sector departments and support providers;</li> <li>▪ Processes, summaries and document outputs.</li> </ul>
IDP Internal steering committee	This structure includes technical experts from the different departments within the Municipality as well as Sector Departments	Chaired by the Municipal Manager Comprises of: <ul style="list-style-type: none"> <li>▪ Executive Directors</li> <li>▪ Managers</li> <li>▪ IDP Manager</li> <li>▪ District IDP Manager</li> </ul>	<ul style="list-style-type: none"> <li>▪ Define Terms of Reference and membership of the IDP Working Groups and IDP Consultative Technical Committee</li> <li>▪ Commission research studies and define terms of reference</li> <li>▪ Considers and comment on terms of reference for all sector plans</li> <li>▪ Considers and comment on draft sector plans</li> <li>▪ Considers and comments on inputs from Sector Departments and support providers</li> <li>▪ Makes methodology and content recommendations on the municipal planning processes</li> <li>▪ Serves as the communication mechanism between the local Municipality and the sector departments and municipalities</li> <li>▪ To ensure the validity and technical correctness of the information presented</li> <li>▪ To coordinate and align matters of mutual concern between the Sector Departments, and the Local Municipalities</li> <li>▪ To serve as the mechanism through which consultation and coordination with provincial departments and other external parties e.g. parastatals will take place</li> <li>▪ To facilitate the integration of the policies, objectives, strategies and projects</li> <li>▪ Discussions/commenting on inputs from consultants or other specialists</li> <li>▪ Comment on technical aspects of sector plans               <ul style="list-style-type: none"> <li>▪ Information assimilation and dissemination on regional development planning issues.</li> <li>▪ Consolidate the needs received from the community.</li> </ul> </li> </ul>

### 9.2. Intergovernmental coordination

**Table 4: ROLES AND RESPONSIBILITIES BETWEEN THE THREE SPHERES OF GOVERNMENT**

Responsibility	Stakeholders			
	Local Government		Provincial Government	National Government
	District	Local Municipality		

## NDM 2023/24 FINAL IDP/BUDGET/PMS REVIEW FRAMEWORK PLAN

	<ul style="list-style-type: none"> <li>▪ Prepare Framework Plan to ensure horizontal alignment of the IDPs of the municipalities in the district council area;</li> <li>▪ Ensuring vertical alignment between district and local planning;</li> <li>▪ Facilitation of vertical alignment of IDPs with other spheres of government and sector departments;</li> <li>▪ Preparation of joint strategy workshops with local municipalities, provincial and national role players and other subject matter specialists</li> <li>▪ Determine district scale issues, problems, potentials and priorities;</li> <li>▪ Ensuring that all relevant actors are appropriately involved;</li> <li>▪ Ensuring that appropriate mechanisms and procedures for public consultation and participation are applied;</li> <li>▪ Ensuring that the planning events are undertaken in accordance with the time schedule;</li> <li>▪ Adopt and approve the IDP;</li> <li>▪ Adjust the IDP in accordance with the MEC for Local Government's proposal;</li> <li>▪ Ensure that the annual budget processes are undertaken.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Prepare, decide on and adopt a Process Plan;</li> <li>▪ Ensuring that all relevant actors are appropriately involved;</li> <li>▪ Ensuring that appropriate mechanisms and procedures for public consultation and participation are applied;</li> <li>▪ Ensuring that the planning events are undertaken in accordance with the time schedule;</li> <li>▪ Adopt and approve the IDP</li> <li>▪ Adjust the IDP in accordance with the MEC for Local Government's proposal;</li> <li>▪ Ensure that the annual budget processes are undertaken.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ensuring horizontal alignment of the IDPs of the district municipalities within the province;</li> <li>▪ Ensuring vertical/sector alignment between provincial sector departments strategic plans and the IDP process at local/district level by: <ul style="list-style-type: none"> <li>▪ guiding the provincial sector departments'</li> <li>▪ participation in and their required contribution to the municipal planning process; and</li> <li>▪ Guiding them in assessing draft IDPs and aligning their sectoral programmes and budgets with the IDPs.</li> </ul> </li> <li>▪ Assist municipalities in the IDP drafting process where required and Monitoring the progress of the IDP processes;</li> <li>▪ Organize IDP – related training where required;</li> <li>▪ Co-ordinate and manage the MEC's assessment of adopted IDPs;</li> <li>▪ Contribute relevant information on the provincial sector departments' plans, programmes, budgets, objectives, strategies and projects in a concise and accessible manner;</li> <li>▪ Contribute sector expertise and technical knowledge to the formulation of municipal strategies and projects.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Provide support to Provincial and Local Government;</li> <li>▪ Provide legal framework and policy guidelines and principles;</li> <li>▪ Provide a set of planning tools or methods;</li> <li>▪ Cater for the elaboration of a general framework for training programmes and curricula development;</li> <li>▪ Contribute to the planning costs;</li> <li>▪ Provide a nation-wide planning support system;</li> <li>▪ Monitor the planning and implementation process; and</li> <li>▪ Provide opportunities for exchange of ideas and experiences.</li> </ul>
--	---	---	--	---

## NDM 2023/24 FINAL IDP/BUDGET/PMS REVIEW FRAMEWORK PLAN

### 9.3 Internal Distribution of Roles and Responsibilities within the Municipality

It will be critical that the distribution of roles and responsibilities within the municipality are clearly outlined. The summary of the roles and responsibilities of the discussed external and internal role players is as follows:

Table 5:

<b>Municipal Council</b>	<ul style="list-style-type: none"> <li>▪ Consider and adopt Framework Plan in the case of a District and a Process Plan in the case of local municipalities;</li> <li>▪ Consider, adopt and approve the IDP;</li> <li>▪ Council must approve the budget before the start of the financial year;</li> <li>▪ Council to approve adjustment budget;</li> <li>▪ To ensure that the adopted IDP and Budget address key priority needs of communities as identified in the IDP processes;</li> <li>▪ To deal with the annual Report within nine months after the end of the financial year.</li> </ul>
<b>Executive Mayor</b>	<ul style="list-style-type: none"> <li>▪ Consider and make recommendations on the Framework and Process Plan;</li> <li>▪ Be responsible for the overall management, co-ordination and monitoring of the process and drafting of the IDP, or delegate this function to the Municipal Manager;</li> <li>▪ Consult and identify community priority needs through IDP processes;</li> <li>▪ Approve Service Delivery and Budget Implementation Plan;</li> <li>▪ Table budget to Council at least 90 days before the start of the financial year;</li> <li>▪ Table budget timetable to Council 10 months before the start of the new financial year;</li> <li>▪ Submit to Council an annual report within 7 months after the end of the financial year</li> </ul>
<b>Councillors</b>	<ul style="list-style-type: none"> <li>▪ Major link between the municipal government and the residents;</li> <li>▪ Link the planning process to their constituencies and/or wards;</li> <li>▪ Be responsible for facilitating the organisation of public consultation and participation;</li> <li>▪ Ensure the municipal IDP and municipal budget are linked to and based on priority needs of their constituencies.</li> <li>▪ Ensure that the planning process is participatory, strategic and implementation orientated and is aligned with and satisfies sector planning requirements;</li> </ul>
<b>Municipal Manager</b>	<ul style="list-style-type: none"> <li>▪ Preparation of Framework Plan;</li> <li>▪ Preparation of the Process Plan;</li> <li>▪ Day-to-day management and coordination of the IDP process in terms of time, resources and people, and ensuring:</li> <li>▪ The involvement of all relevant role-players, especially officials;</li> <li>▪ That the timeframes are being adhered to;</li> <li>▪ That the planning process is horizontally and vertically aligned and</li> <li>▪ complies with national and provincial requirements;</li> </ul>

## NDM 2023/24 FINAL IDP/BUDGET/PMS REVIEW FRAMEWORK PLAN

	<ul style="list-style-type: none"><li>▪ That conditions for participation are provided; and</li><li>▪ That the outcomes are documented.</li><li>▪ Chairing the IDP Steering Committee;</li></ul>
<b>Heads of Departments and Officials</b>	<ul style="list-style-type: none"><li>▪ To be fully involved in the planning processes;</li><li>▪ To provide relevant technical, sector and financial information for analysis for determining priority issues;</li><li>▪ To contribute technical expertise in the consideration and finalisation of strategies and identification of projects;</li><li>▪ To provide departmental operational and capital budgetary information;</li><li>▪ To be responsible for the preparation of project proposals, the integration of projects and sector programmes;</li><li>▪ To be responsible for preparing amendments of municipal sector plans and strategies;</li><li>▪ To be responsible for providing technical information during strategic working workshops and engagements</li></ul>

## **10. BINDING NATIONAL AND PROVINCIAL PLANS, PLANNING REQUIREMENTS AND STRATEGIES**

To ensure that all relevant binding national and provincial legislation as well as other policies, programmes, strategies and available funds are considered in the IDP process, the NDM recognised the need to develop further strategies, policies and plans which seek to deal with specific issues that will facilitate a progressive realisation of the desired developmental trajectory of the District. Close examination of all these strategies and plans will show a greater degree of alignment to all the guidelines from the national and provincial government. To ensure that the IDP review process can attract sector budget, opportunities to engage with the national and provincial spheres of government to establish contracts for alignment and to outline the need for information on policies, programmes and funds

During the past few years Nkangala District Municipality developed a number of sectoral strategic and operational plans together with policies as joint ventures with all local municipalities within the District which are:

- Organizational Performance Management Framework
- Public Participation Strategy.
- Communications Strategy
- Local Economic Development Strategy
- Marketing Strategy
- Tourism Development & Branding Strategy
- Human Resource Development Strategy
- Supply Chain Management Policy
- Regional Sport & Recreation Master Plan
- Formalisation of Cultural & Historical Heritage Sites Plan
- Regional Water Master Plan
- Integrated Transport Plan
- Disaster Management Plan
- Spatial Development Framework
- Disaster Management Framework

**Table 6** below, although not in any way exhaustive, outlines some of the legislative requirements that all municipalities must comply with.

### **LEGAL REQUIREMENTS/CONTEXT ON THE REVIEW OF IDP**

**Table 6: Sector plans to be included in IDPs**

Relevant legislations	Binding requirements
S25 of MSA	Adoption of IDP
<b>S 26 of Municipal Systems Act</b>	<ul style="list-style-type: none"> <li>• Council's long term vision</li> <li>• Critical development and internal transformation needs</li> <li>• Existing level of development</li> <li>• Access to basic municipal services</li> <li>• Development priorities, objectives and strategies</li> <li>• Spatial Development Framework</li> <li>• Disaster Management Plan</li> <li>• Financial Plan</li> <li>• Performance Management System</li> </ul>
S41 of MSA	<ul style="list-style-type: none"> <li>• PMS</li> </ul>
S57 of MSA	<ul style="list-style-type: none"> <li>• Performance Agreements</li> </ul>
S12 of Water Services Act	<ul style="list-style-type: none"> <li>• Water Services Development Plan</li> </ul>
S11(4)(a)(ii) NEMA: Waste Act 2008	<ul style="list-style-type: none"> <li>• Integrated Waste Management Plan</li> </ul>
S42 of Disaster Management Act	<ul style="list-style-type: none"> <li>• Disaster Management Framework (District only)</li> </ul>
S43 of Disaster Management Act	<ul style="list-style-type: none"> <li>• Disaster Management Centre (District only)</li> </ul>



## NDM 2023/24 FINAL IDP/BUDGET/PMS REVIEW FRAMEWORK PLAN

S53 of Disaster Management Act	• Disaster Management Plan
S36 of NLTA	• Integrated Transport Plans
S11 of	• Integrated Waste Management Plan
S9 of Housing Act of 1997	• Housing Plan/Strategy
S16 of MFMA	• Annual budget
S53 of MFMA	• SDBIP
S111 of MFMA	• Supply Chain Management Policy
S121 of MFMA	• Annual Report
S24 of IGR Act of 2005	• District Intergovernmental relations framework

### 11. PLANNING ALIGNMENT WITHIN THE THREE SPHERES OF GOVERNMENT

#### ➤ Horizontal alignment (District Municipality and LMs)

In terms of Chapter 5 and Section 26 of the Municipal Systems Act (2000), Districts are required to prepare and adopt a Framework Plan which indicates how the District and Local Municipalities will align their IDP's. The Framework Plan provides the linkage and binding relationships to be established between the district and local municipalities in the district. Alignment meetings will take place continuously through the IDP/ PMS Technical committee that is formed by all IDP Managers from local Municipalities within Nkangala District, representative from COGTA, Office of the Premier and is chaired by the District General Manager: PED. It ensures that the IDP process is carried out in a holistic manner, between the district and locals is critical to ensure alignment therefore to have a functional committee the district and the local municipalities should set dates that will be suitable for everyone to ensure alignment within the district as a whole. Committees that the district have to ensure that it aligns with the Local municipalities are as follows:

- IDP technical meeting
- IDP Steering Committees
- IDP working groups

#### ➤ Vertical alignment (National, Provincial, Local Spheres)

Vertical alignment with all the sector departments will be done through the district DDM workstreams which is held once every six months to give all sector department platform to share with stakeholders the planned projects intended to be implemented within the district municipality and also to inform the prioritization of projects and challenges faced by the respective local municipalities. Therefore, Nkangala District Municipality will closely focus on issues that need alignment between Local, Provincial and National spheres of government. It is therefore important that planning needs to be informed by all stakeholders for effective and efficient allocation of resources.

### PROCESS PLAN FOR THE DISTRICT IDP REVIEW

Within the five phases of the IDP Review there must be vertical and horizontal alignment. Section 25(1) of the Municipal Systems Act of 2000 requires all municipalities to prepare, adopt and implement Integrated Development Plans for areas under their jurisdiction. Section 28(1) of the Municipal Systems Act 2000 further requires each municipality to adopt a process set out in writing that guides the planning, drafting, adoption and review of the IDP (Integrated Development Plan). Herewith table below that illustrate what will be done during each phases of the IDP process

### 12. AMMENDMENT OF THE FRAMEWORK PLAN

Although the District will have a central role in monitoring the implementation of the Framework Plan, each municipality will be responsible for monitoring its own Process Plan and ensure that the Framework Programme is being followed as agreed. Nevertheless, should there be a need to amend this Framework Plan the following process will be pursued:

- The IDP Technical will meet to assess progress on the implementation of the Framework Plan;
- Each municipality to inform the District Municipality in writing of any deviations from the Framework Plan;

## NDM 2023/24 FINAL IDP/BUDGET/PMS REVIEW FRAMEWORK PLAN

- Any material change to the process as provided for in the Framework Plan will result in the amendment of the Framework Plan;
- For any constituent to be in a position to amend its Process Plan, the District Framework Plan must be amended to legislatively give effect to such an amendment; and
- Whilst the approval of an amendment to the District Framework Plan is a competency of the District Council, the approval of any amendment on the Process Plan remains the competency of the respective constituent Local Municipalities.

### 13. BUDGET FOR THE PLANNING PROCESS

Activities	Total estimated cost
Costs of Workshops and Meetings (Rep Forum or Steering Committee, W/shops Co-ordination meetings and Strategic Planning Sessions Costs for stationery Advertisements /Notices	R1.2 m
Total	R 1.2 m

### 14. CONCLUSION

Subsequent to following all the processes necessary for the 2022/23 District Framework Plan will serve as a binding planning framework which must be adhered to by all the Municipalities in the NDM jurisdictional area throughout the review period of the 2022/23 IDP.

### **Part B: NDM Process Plan**

#### **15. NDM Process Plan**

As outlined in the District Framework, a Process Plan which must be set out in writing must be adopted by municipalities. The adopted Process Plan guides the planning, drafting, adoption and review of the integrated development plan. The Process Plans of municipalities must include, inter alia:

- A programme specifying the timeframes for the different planning steps;
- Appropriate mechanisms, processes and procedures for consultation and participation of local communities, organs of state, traditional authorities and other role-players in the IDP drafting process; and
- The identification of all plans and planning requirements binding on the municipality in terms of National and Provincial legislation

## NDM 2023/24 FINAL IDP/BUDGET/PMS REVIEW FRAMEWORK PLAN

The manner in which the District will deal with these issues is dealt with below.

### 15.1 Timeframes

The District will follow the phases of the IDP as outlined in the District Framework Plan starting with the development and adoption of the District Process Plan to the adoption of the budget in terms of figures 1 and 2 of the Framework Plan. Stakeholder engagements will take place throughout the review process detailed in section 9.2. In a nutshell, the timeframes can be summarised as follows:

**Table 7: IDP REVIEW TIMEFRAMES**

Activity	Alignment Activity	Timeframe
Phase 0: Adoption of Framework Plan and Process Plan	Adoption of the final District IDP Framework Plan	August 2022
Phase 1: Analysis	Gap analysis of the municipal identified key development priorities of the municipality will be done. Assessment of the previous IDP performance, level of development & backlogs (IDP Steering). District-wide consultation on issues as well as coordination and alignment with Key Development Priorities	November 2022
Phase 2: Refinement of objectives and Strategies	Development of strategies which will be aligned with any national and provincial sectoral plans. Facilitate annual strategic Lekgotla to develop strategies as well as action plans that respond identified community needs and priorities.	February /March 2023
Phase 3: Projects	Consolidate municipal issues and develop district-wide priority issues Project identification for the current financial year which will be informed by local municipalities priority issues Project Planning Coordination	March 2023
Phase 4: Integration	Integration of internal and Sector department plans and programmes.	April 2023
Phase 5: Adoption of the Draft 2023/24 IDP	Draft IDP will be tabled to council for adoption	March 2023
Adoption of Final / Budget 2023/24	Final IDP/Budget will be tabled to council for adoption	May 2023
<b>Stakeholder Engagement, Implementation and monitoring</b>	<b>Ongoing</b>	

## **15.2 Mechanisms, Processes and Procedures for consultation**

The framework for mechanisms, processes and procedures for stakeholder engagement are provided for in Section 3 of the District Framework. This section of the document deals in detail with the consultation mechanism, procedures and processes that will be utilised by the District.

### **District Stakeholder Engagement Programme**

In the spirit of cooperative governance, the NDM has institutionalised a Community Feedback Programme that aims at improving communication and interaction between the District, the local municipalities and the community at large on issues of service delivery and development. The engagements accommodate Councillors from the District and local municipalities, Provincial Sector Departments, Office of the Premier, traditional council, community members, service providers and parastatals as well as civil society at large. All local municipalities within the District's area of jurisdiction are consulted twice per financial year to table projects that have been prioritised and budgeted for by the District.

The District stakeholder engagements will be continued with as it has proved to be a practicable mechanism for deepening democracy whereby the District has direct contact with the District Municipalities. The purpose of the meetings is therefore:

- To afford the local municipalities and stakeholders an opportunity to guide the planning and budgeting process of Nkangala District Municipality through highlighting needs important for the development of their respective wards and municipality at large, which must be the focus of the 2022/23 Financial Year.
- To provide a platform for Local Municipalities and Stakeholders to participate and inform the IDP of the District.
- To assess the extent to which the current programmes/projects' initiatives implemented by the local municipalities, the NDM and Provincial Sector Departments as well as the key social partners address local developmental needs and concerns.

The schedule of all the planned Community Outreach Programme meetings for the 2022/23 financial year is outlined in table 8 below.

**Table 8: COMMUNITY OUTREACH MEETINGS**

Date	Local Municipality	Time	Platform
First consultation/ feedback			
08 Sept-2022	Thembisile local municipality		Physical
09 Sept-2022	Dr J S Moroka local municipality		
15 Sept-2022	Victor Khanye local municipality		
16 Sept-2022	Steve Tshwete local municipality		
18 Sept-2022	Emakhazeni local municipality		
27 Sept-2022	Emalahleni local municipality		
Second consultation/ feedback			
09 February 2023	Steve Tshwete Local Municipality		Physical
12 February 2023	Emalahleni local municipality		
16 February 2023	Dr J S Moroka local municipality		
16 March 2023	Victor Khanye local municipality		
17 March 2023	Thembisile local municipality		
19 March 2023	Emakhazeni local municipality		

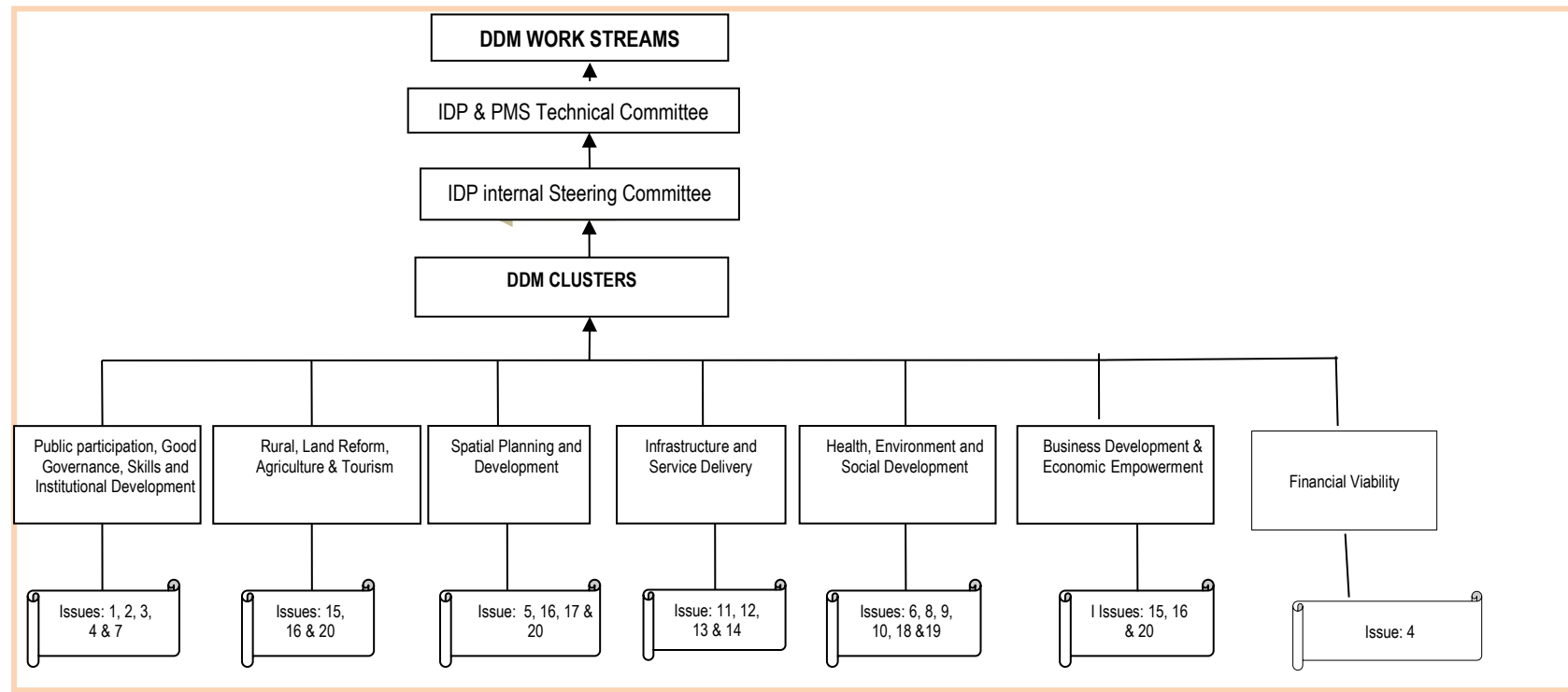
**MEDIA LIAISON (ELECTRONIC AND PRINT MEDIA):** This entails communication through national and local media. The Nkangala District Municipality utilizes both electronic and print media to improve and broaden communication within its jurisdiction. As far as communication through radio is concerned, the District is continuing to work with Local radio stations, which boast vast listenership and broadcast in the three dominant languages spoken within the region. The radio stations are used for current affairs news, talk shows and news interviews. A strong working relationship has also been established with print media that exists in the Nkangala DM. Communication through the print media is done through local, regional and national newspapers and website.

#### **15.2.2 Institutional arrangements**

The new IDP organizational arrangement as approved by Council in terms of the above review is depicted in figure 5 below and will be utilised during the reviewal of the IDP.

## NDM 2023/24 FINAL IDP/BUDGET/PMS REVIEW FRAMEWORK PLAN

Figure 4: IDP STRUCTURES



## NDM 2023/24 FINAL IDP/BUDGET/PMS REVIEW FRAMEWORK PLAN

The schedule of meeting dates for the IDP/LED structures are contained in tables 9 to 10.

**Table 9: DDM STREAM MEETINGS**

DATE	PLATFORM
05 September 2022	Virtual /Physical
07 November 2022	Virtual/ Physical
06 March 2023	Virtual/ Physical

**Table 10: IDP/ PMS TECHNICAL COMMITTEE MEETINGS**

DATE	PLATFORM
2 December 2022	Virtual /Physical
1 March 2023	Virtual /Physical
15 June 2023	Virtual /Physical

IDP INTERNAL STEERING COMMITTEE MEETINGS will be held on a needs basis as most of the items have been incorporated into the DDM streams

- Strategic Lekgotla 2-3 March 2023
- IDP /Budget INDABA 4-5 May 2023



