

## Integrated Development Policy

### 1. INTRODUCTION

The Municipal Council must, within a prescribed period after the start of its elected term, adopt a single inclusive and strategic plan for the development of the municipality (Local Government Municipal Systems Act, 2000, Section 25).

The Municipal Council must ensure that the Integrated Development Plan is undertaken within the provisions of Chapter 5 of the Municipal Systems Act, 2000.

The Integrated Development Plan is the process through which the municipality will prepare a strategic development plan, for a five-year period. The Integrated Development Plan (IDP) is to be the product of the Integrated Development Plan process. The Integrated development Plan is the principal strategic planning instrument, which guides and informs all planning, budgeting, management and decision-making in the municipality.

An Integrated Development Plan adopted by a municipal Council may be amended, and remains in force until an Integrated Development Plan is adopted by the next elected Council (Local Government Municipal Systems Act, 2000, Section 25(2)). Therefore, the Integrated Development is linked to the term of office of a Council. The new Council has the option of adopting the Integrated Development Plan of its predecessor, or to develop new Integrated Development Plan taking into consideration already existing planning documents.

### 2. CORE COMPONENTS OF INTEGRATED DEVELOPMENT PLANS

The Integrated Development Plan must reflect:

- The municipal Council's vision for the long term development of the municipality, with special emphasis on the municipality's most critical development and internal transformation needs;
- An assessment of the existing level of development in the municipality, which must include an identification of communities which do not have access to basic municipal services;
- The Council's development priorities and objectives for its elected term, including its local economic development aims and its internal transformation needs;
- The Council's development strategies which must be aligned with any national or provincial sectoral plans and planning requirements binding on the municipality in terms of legislation;
- A spatial development framework which must include the provision of basic guidelines for a land use management systems for the municipality;
- A financial plan, which must include a budget projection for at least the next three years; and

- The key performance indicators and performance targets with regard to the municipality's development priorities and objectives

### **3. THE OBJECTIVE OF THE IDP WITH REGARD TO THE VARIOUS STAKEHOLDERS**

The Integrated Development Plan should aim to achieve the following objectives for the various stakeholders:

- The Municipal Council:
  - Enable the municipality to obtain access to development resources and outside investment;
  - Enable the municipality to provide clear and accountable leadership and development direction;
  - Enable the municipality to develop a cooperative relationship with its stakeholders and communities; and
  - Enable the municipality to monitor the performance of officials;
- Councillors
  - Provide Councillors with a mechanism for communicating with their constituencies;
  - Enable Councillors to present their constituencies effectively by making informed decisions; and
  - Enable Councillors to measure their own performance;
- Municipal Officials:
  - Provide officials with a mechanism to communicate with Councillor;
  - Enable the officials to contribute to the municipality's vision; and
  - Enable the officials to be part of the decision-making process;
- Communities and other stakeholders
  - Give communities and stakeholders an opportunity to inform the Council what their development needs are, and to determine the municipality's development direction;
  - Provide a mechanism through which they can measure the performance of the Councillors and the governing body; and
  - Provide a mechanism through which communities

- can measure the performance of the Councillors and the municipality as a whole;
- National and Provincial Sector Departments:
  - The availability of the Integrated Development Plan provide guidance to sector departments as to where their services are required for the implementation of projects, and hence where to allocate their resources
- Private Sector:
  - The Integrated Development Plan serves as a guide to the private sector in making decisions with regard to areas and sectors to invest in;
- General:
  - In the absence of an Integrated Development Plan, a municipality would act in an ad hoc, uninformed and uncoordinated manner, which would lead to the duplication and wastage of limited resources. Furthermore, the lack of a municipal tool to guide development would result in other spheres of government imposing their development programmes, which may not be priority for municipal area.

#### 4. FRAMEWORK FOR THE INTEGRATED DEVELOPMENT PLAN

Each municipality must within a prescribed period after the start of its elected term adopt a framework for Integrated Development Planning in the area as a whole.

The framework referred above must at least:

- Identify the plans and planning requirements binding in terms of national and provincial legislation on any specific municipality;
- Identify any matters to be included in the Integrated Development Plan of the local municipality that require alignment;
- Specify the principles to be applied and coordinate the approach to be adopted in respect of those matters; and

Determine procedures:

- To effect essential amendments to the framework (Local Government Municipal Systems Act, 2000, Section 27)

## **5. THE IDP PROCESS PLAN**

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 (Local Government Municipal Systems Act, 2000, Section 28).

There is some preparation that needs to be done prior to the commencement of the planning process. Preparation involves the creation of an "IDP process plan". The IDP process plan is necessary to ensure proper management of the planning process.

The IDP process plan must include the following:

- Institutional structure to be established for management of the process
- Approach to public participation
- Structures to be established for public participation
- Time schedule for the planning process
- Roles and responsibilities (who will do what)
- How will the process be monitored
- The identification of all plans and planning requirements binding on the municipality in terms of national and provincial legislation.

The process plan is a separate document from the framework, and it should fulfil the function of a business plan or an operational plan for the Integrated Development Plan process.

## **6. RECOMMENDED STRUCTURES / PERSONS TO BE INVOLVED IN THE INTEGRATED DEVELOPMENT PROCESS PLAN**

The following structures/persons are recommended:

- Municipal Manager or Manager to whom the function of Integrated Development Planning has been delegated by the Municipal Manager
- Technical Budget Committee
- Local Budget Consultation Forum
- Sector Consultation Budget Forum

## **ROLES AND RESPONSIBILITIES OF PERSONS/STRUCTURERS**

Municipal Council:

- Consideration and adoption of a process plan; and
- Consideration, adoption and approval of the IDP
- Must decide on the process plan;
- Must be responsible for the overall management, coordination and monitoring of the process and drafting of the Integrated Development Plan, or delegate this function to the municipal manager; and
- Must approve nominated persons to be in charge of the different roles, activities and responsibilities of the process and drafting.

**Ward Councillors:**

- Must link the planning process to their constituencies and wards;
- Must be responsible for organising public consultation and participation; and
- Must ensure the annual business plans and municipal budget are linked to and based on the Integrated Development Plan.

Municipal Manager or Manager to whom the function of Integrated Development Planning has been delegated by the Municipal Manager:

- Must manage and coordinate the integrated development planning process;
- Must prepare the process plan;
- Must undertake the overall management and coordination of the planning process;
- Must ensure that all the relevant actors are appropriately involved;
- Must nominate persons in charge of different roles;
- Must be responsible for the day-to-day management of the drafting process;
- Must ensure that the planning is participatory, strategic and implementation orientated, and is aligned with and satisfies sector planning requirements;
- Must respond to comments on the draft Integrated Development Plan from the public, horizontal alignment and other spheres of government to the satisfaction of the municipal Council; and
- Must ensure proper documentation of the results of the planning process in the Integrated Development Plan document.

**Heads of Departments and Officials:**

- Must provide relevant technical, sector and financial information for analysis for determining

Priority issues;

- Must contribute technical expertise in the consideration and finalization of strategies and identification of projects;
- Must provide departmental operational and capital budgetary information;
- Must be responsible for the preparation of project proposals, the integration of projects and sector programmes;
- Must be responsible for preparing amendments to the draft Integrated Development Plan for submission to municipal Council for approval.

**STRATEGY FOR PUBLIC PARTICIPATION**

The Council should also approve a strategy for public participation. The strategy must provide guidelines, amongst other things, on:

- The roles of the different stakeholders during the participation process
- Ways to encourage the participation of stakeholder groups
- Method to ensure participation during the different phases of planning
- Timeframes for public and stakeholder response, inputs and comments
- Ways to disseminate information
- Means to collect information on community needs

The participation strategy should contain a way forward on the following issues:

- The roles of different role-players during the participation process (e.g. Councillors, the Budget Technical Committee, the Budget Local Consultation Forum, other officials, consultants etc.)
- Means of encouraging adequate representation of stakeholder groups
- Participation mechanisms for different phases of the methodology
- Available resources for participation
- Frequency of meetings / workshops
- Appropriate venue for the meetings / workshops
- Time frames to allow responses, comments, inputs
- Appropriate participation tools
- Means of information dissemination
- Means of eliciting and collecting community needs (including documentation of participation inputs)

During the different stages of planning stakeholder participation should be encouraged in the following manner:

Planning phase	Methods for Participation
Analysis	Community Meetings organized by the ward Councillor Stakeholder Meetings Surveys and opinion polls (getting views on how people feel about a particular issue)
Strategies	Budget Local Consultation Forum Budget Sector Consultation Forum Public Debates on what can work best in solving a Problem
Projects	Meetings with affected communities and stakeholders Representation of stakeholders on project subcommittees
Integration	Budget Local Consultation Forum Budget Sector Consultation Forum
Approval	Public Discussion and consultation with communities and stakeholders
Monitoring and Implementation	Budget Technical Committee

## 11. THE INTEGRATED DEVELOPMENT PLANNING PHASES

Once the Process Plan and the framework referred to above have been finalized, the municipality can then prepare its Integrated Development Plan.

Integrated Development Plan consists of the following phases:

### **Analysis Phase:**

- This phase focuses on the type of problems faced by the people in the municipal area. Problems are identified and prioritised according to their urgency and/or importance;
- Stakeholder and community participation in this phase is critical. The people affected should be involved in determining the problems and the extent of the problems;
- It is important to identify priority issues to address all the issues identified by different segments in the community;
- The outputs of this phase include:
  - Assessments of existing levels of development;
  - Prioritisation of issues or problems;
  - Information on causes of priority issues and problems; and
  - Information on available resources.

### **Strategy Phase:**

- This phase includes the formulation of:
  - A vision statement which indicates the ideal situation the municipality would like to achieve in the long term;
  - Development objectives which are statements of what the municipality would like to achieve in the medium term in order to address the issues or problems identified in the analysis phase;
  - Development strategies which answer the question of how the municipality will achieve its objectives; and
  - Project identification resources.
- The outputs of this phase include:
  - The vision statement;
  - Objectives;
  - Strategies; and
  - Identified projects.

**Projects Phase:**

This phase involves the design and specification of projects for implementation. The Municipality must ensure that the projects identified have a direct linkage to the priority issues

And the objectives that were identified in the previous phases. This phase serves to make clear

the identity of the target group, the location of the project, commencement dates and envisaged

end dates, those responsible for managing the project, the costs of the project, and the source of

funding for the project. Furthermore, targets and indicators are formulated to measure performance and the impact of the project resources.

- The outputs for this phase are:
  - Performance indicators;
  - Project outputs, targets and location;
  - Project-related activities and time schedules; and
  - Cost and budget estimates.
- Designing projects will require inputs from specialists who will work with the project formulation teams.

**Integration Phase:**

- Once the projects are identified, the municipality must ensure they are in line with the municipality's objectives and strategies, and also with the resource framework, and comply with legal requirements.
- This phase provides the municipality with the opportunity to harmonise the projects in terms of contents, location and timing to arrive at a consolidated and integrated program.
- The outputs for this phase include:
  - A five year financial plan;
  - A five year capital investment programme;
  - Integrated spatial development framework;
  - Integrated sectoral programmes;
  - Consolidated monitoring/performance management system;
  - A disaster management plan;
  - An institutional plan.
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**Approval Phase:**

- Once it has been completed, the Integrated Development Plan must be made available to the public for their comments.
- Thereafter, the Integrated Development Plan must be submitted to the municipal Council for consideration and approval (Municipal Systems Act, 2000, Section 30).
- Council must consider whether the Integrated Development Plan identifies the key issues concerning the municipality and the extent to which the strategies and



projects will contribute to addressing the problems. Council must also ensure that the Integrated Development Plan complies with all legal requirements.

- The output for this phase is an approved Integrated Development Plan for the municipality.

### **Provincial Monitoring and Support:**

The Member of the Executive Committee (MEC) for Local Government in the Province may, subject to any other law regulating provincial supervision of local government:

- Monitor the processes followed by the municipality in the formulation of its Integrated Development Plan ;
- Assist the municipality with the planning, drafting, adoption and review of its Integrated Development Plan ;
- Facilitate the coordination and alignment of:
  - ❖ Integrated Development Plan of different municipalities, including those of a District Municipality with the local municipalities within its area; and
  - ❖ the Integrated Development Plan of a municipality with plans, strategies and programmes of national and provincial organs of state;
- Take any appropriate steps to resolve disputes or differences in connection with the planning, drafting, adoption or review of an Integrated Development Plan between:
  - ❖ A municipality and the local community;
  - ❖ Different municipalities (Local Government Municipal Systems Act, 2000, Section 31).

## **12. COPY OF INTEGRATED DEVELOPMENT PLAN TO BE SUBMITTED TO MEC FOR LOCAL GOVERNMENT**

The Municipal Manager 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 (Local Government Municipal Systems Act, 2000, Section 32).

The copy of the Integrated Development Plan to be submitted in terms the above paragraph must be accompanied by:

- A summary of the process that was followed by the municipality in drafting its Integrated Development Plan, including its consideration and adoption of the draft plan;
- A statement that the process has been complied with, together with any explanations that maybe necessary to amplify the statement; and
- In the case of a local municipality, a copy of the framework referred to in terms of 4.1 above (Local Government Municipal Systems Act, 2000, Section 32).

The Member of the Executive Committee for Local Government in the Province may, within 30 days of receiving a copy of the Integrated Development Plan or an amendment to the plan, or within such reasonable longer period as may be approved by the Minister, request the relevant municipal Council:

- To adjust the plan in accordance with the MEC's proposals if the plan or amendment:

- Does not comply with a requirement of the Municipal Systems Act;
- Is in conflict with, or is not aligned with, or negates any of the development plans and strategies of other affected municipalities or organs of state; or
- To comply with the process followed by the municipality in drafting its Integrated Development Plan or with a specific provision of the Municipal Systems Act relating to the drafting or amending of the Integrated Development Plan where the municipality has failed to comply with that process or provision and to adjust the plan or the amendment if that becomes necessary after such compliance (Local Government Municipal Systems Act, 2000, Section 32).

The municipal Council must consider any proposal of the MEC, and within 30 days of receiving the MEC's request, must:

- If it agrees with those proposals, adjust its Integrated Development Plan or amendment in accordance with the request; or
- If it disagrees with the proposal, object to the request and furnish the MEC with reasons in writing of why it disagrees (Local Government Municipal Systems Act, 2000, Section 32).

On receipt of an objection to enhance cooperation, mutual assistance and sharing of resources among municipalities, the MEC may refer the municipality's objection to an *ad hoc* committee for a decision. If the MEC decides to refer an objection to an *ad hoc* committee, the objection must be referred within 21 days of receipt of the objection.

Whenever necessary, the MEC must appoint an *ad hoc* committee comprising members representing local government, the provincial government and the national government, to decide on an objection by a municipality in terms of (Local Government Municipal Systems Act, 2000, Section 32. (3) (b). A matter before an *ad hoc* committee is decided if at least two spheres of government agree on the matter.

If the *ad hoc* committee rejects the municipality's objection, the municipality must within 30 days of the date on which the committee has taken a decision and informed the municipality, comply with the MEC's proposal (Local Government Municipal Systems Act, 2000, paragraph 33).

### **13. ANNUAL REVIEW AND AMENDMENT OF INTEGRATED DEVELOPMENT PLAN**

A Municipal Council:

- Must review its Integrated Development Plan annually in accordance with an assessment of its performance measurements, and to the extent that changing circumstances so demand a review;
- May amend its Integrated Development Plan in accordance with a prescribed process (Local Government Municipal Systems Act, 2000, Section 34).

The mayor of a municipality must co-ordinate the annual revision of the Integrated Development Plan in terms of Section 34 of the Municipal Systems Act, and determine how the Integrated Development Plan is to be taken into account or is to be revised for the purposes of preparing the annual budget. (MFMA 53 (1) (b))

**REVIEW OF THE POLICY**

This Budget and IDP Policy is the sole policy governing budgeted and IDP related matters of the Ga-Segonyana Local Municipality and this policy will be reviewed in 2021, through the Finance and

IDP standing committees and the final adoption by the Ga-Segonyana Local Municipal Council or whenever the Chief Financial Officer and Municipal Manager deem it necessary for this policy to be reviewed.

**Ga-Segonyana Local Municipality Final IDP Policy**

**NB: The municipal manager shall ensure that this policy is placed in the Municipality's official website.**