



**PIXLEY KA SEME DISTRICT MUNICIPALITY  
INTEGRATED DEVELOPMENT PLANNING (IDP)  
PROCESS**

**2017/2021 REVIEW**

**"PIXLEY KA SEME DM, PIONEERS OF DEVELOPMENT, A HOME AND FUTURE  
FOR ALL"**

**FINAL**

**29 SEPTEMBER 2016**

# TABLE OF CONTENTS

<b>1. INTRODUCTION.....</b>	<b>2</b>
<b>1.1 SECTION A: DISTRICT IDP PROCESS PLAN 2016-2017.....</b>	<b>2</b>
1.1.1 WHAT IS A PROCESS PLAN.....	2
1.1.2 LEGISLATIVE REQUIREMENTS.....	2
1.1.3 KEY ELEMENTS TO BE ADDRESSED DURING 2016/17 IDP REVIEW PROCESS.....	3
1.1.4 ACTIVITIES PLAN FOR THE DISTRICT IDP REVIEW 2015-2016 AND PLANNING FOR 2016-2017.....	4
<b>1.2 SECTION B: DISTRICT IDP FRAMEWORK.....</b>	<b>6</b>
1.2.1 INTEGRATED DEVELOPMENT PLAN FRAMEWORK FOR PIXLEY KA SEME DISTRICT MUNICIPALITY.....	7
1.2.1.1 Introduction.....	7
1.2.2 VISION OF THE DISTRICT.....	7
1.2.3 MECHANISMS AND PROCEDURES FOR ALIGNMENT.....	8
1.2.3.1 Types of alignment mechanisms.....	9
1.2.3.2 Alignment of the idp, budget and municipal performance Management.....	9
1.2.4 BINDING NATIONAL AND PROVINCIAL PLANS, PLANNING REQUIREMENTS AND LEGISLATION.....	10
1.2.4.1 National Legalisations.....	10
1.2.4.2 Provincial Legislation and Policies.....	11
1.2.4.3 International Policies.....	11
1.2.5 MECHANISM AND PROCEDURE FOR PUBLIC PARTICIPATION.....	11
1.2.5.1 Internal Role Players.....	12
1.2.5.2 External Role Players.....	13
1.2.5.3 The following participation mechanisms are proposed.....	14
1.2.6 TIMEFRAME FOR PREPARATION PROCESS.....	18
1.2.7 NATIONAL LEGISLATION APPLICABLE TO THE FUNCTIONS OF LOCAL GOVERNMENT.....	19
1.2.8 CONCLUSION.....	26
1.2.9 ONCE ADOPTED BY COUNCIL.....	26

## **1. INTRODUCTION**

### **1.1 SECTION A: DISTRICT IDP PROCESS PLAN 2016-2017**

#### **1.1.1 WHAT IS A PROCESS PLAN?**

The Process Plan is a Municipality's schedule of events detailing all events and activities involved leading to the drafting and completion of the Integrated Development Plan [IDP]. It is a statement that outlines in detail all the processes that the Municipality will embark on in completing its IDP cycle.

Integrated Development Plan plays a pivotal role in informing all planning processes of the other spheres of government (National and Provincial) as well as all state owned enterprises, which implies a dire need for joint and coordinated effort by these parties in the IDP development process. It is therefore essential that IDP must be formulated in accordance with a business plan, detailing roles and responsibilities, time frames and cost estimates, to ensure that the Integrated Development Plans gives give effect to the Constitutional Mandate.

Each Municipal Council must within a prescribed period adopt a process that guides the planning review and adoption of its IDP and budget. The annual budget and IDP are inextricably linked to one another.

#### **1.1.2 LEGISLATIVE REQUIREMENTS**

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 32 of 2000 requires each Municipality to adopt a process set out in writing that guides the planning, drafting, adoption and review of the IDP.

The IDP Process Plan is a detailed outline of the steps followed and milestones achieved when preparing an Integrated Development Plan. Furthermore section 21(1)(b)(ii)(aa) of the Municipal Finance Management Act 56 of 2003 requires that 10 Months before the start of the budget year, the Mayor must table to the Municipal Council a time schedule outlining key deadlines for the annual review of the IDP. In order to show alignment and coordination with Local Municipalities, the District IDP Process Plan and Framework are discussed with the Local Municipalities before being tabled to Council.

The Integrated Development Planning is about the Municipality analysing the existing level of development, identifying the present situation and the strengths and weaknesses of the local authority. This determines the vision, mission and key performance areas, strategies and objectives. The identification of projects and programmes to address the issues follows this process. It is critical to link the planning to the Municipal budget and Performance Management to ensure that identified projects are directed by the IDP. During this process community participation and

Provincial and National legislation will be of the utmost importance. This IDP Process Plan is for the 2016-2017 financial year, planning for 2017-2021.

### **1.1.3 KEY ELEMENTS TO BE ADDRESSED DURING 2016/17 IDP REVIEW PROCESS**

The departure point for this financial year will be to strive to ensure that the IDP's are localizing the National and Provincial priorities by aligning their plans with the National Development Plan, the New Growth Path, the Provincial Growth and Development Strategy and the District Growth and Development Strategy.

- Comments received through Draft IDP Assessments
- New National Priorities
- New policies
- New Council priorities – including the long-term
- New legislation - e.g. Spatial Planning and Land Use Management Act 16 of 2013 (SPLUMA)
- Inclusion of new information – e.g. War on poverty, mainstreaming HIV/AIDS, etc
- Inclusion of the new sector plan – the Rural Development Plan
- Outcomes based approach, PMS, State of the Nation Address, State of the Province Address, etc

The review/updating Spatial Development Framework (SDF) to ensure that the IDP and SDF preparation processes are adequately aligned

#### 1.1.4 ACTIVITIES PLAN FOR THE DISTRICT IDP REVIEW 2016-2017 FINANCIAL YEAR, AND PLANNING FOR 2017-2021

MONTH	PLANNED ACTIVITIES	TARGET DATE	LEGISLATIVE REQUIREMENT
<b>Preparation Phase (Analysis)</b>			
<b>July-August-September</b>	Assess of the implementation of the 2016-2017 IDP Projects	July 2016	
	Identify the limitation and shortcomings of the 2016-2017 IDP's	July 2016	
	Undertake an assessment of the implementation of all Sector Plans and Integrated Programs	July 2016	Revised IDP Framework
	<b>Submit the District IDP Process plan to Council for adoption</b>	<b>September 2016</b>	<b>Section 28(1) Municipal Systems Act</b>
	Prepare and present for discussion a draft IDP Process Plan to the District IDP Steering Committee	September 2016	Revised IDP Framework
	Identify all updated and available information for statistics SA and other stakeholders for all Municipalities	September 2016	
	Identify and discuss proposals from the IDP Analysis Report (Engagement Session)	September 2016	
<b>Consultation Phase (Strategy)</b>			
<b>September</b>	Identify all sector plans and Integrated Programmes to be reviewed	September 2016	
	<b>Facilitate and organise Local Municipalities IDP Rep Forum workshop to discuss priority issues for the financial year 2016-2017</b>	<b>September 2016</b>	<b>Section 29(1)(b) Municipal Systems Act 200</b>

	Undertake strategic planning workshop for the District Municipality		IDP Guidelines
<b>Consultation Process (Projects)</b>			
<b>October-December</b>	Consolidate Municipal issues and develop District wide priority issues and strategies	October 2016	
	Undertake consultation with Sector Departments	October 2016	
	Undertake consultation with the community	October 2016	
	Formulate IDP Projects for 2016-2017 financial year	November 2016	
	Align Local Municipal IDP projects with Sector Strategic Plans/Budgets	November 2016	IDP Guidelines
	<b>Convene District IDP Steering Committee meeting to discuss potential funded IDP projects for 2016-2017</b>	<b>November 2016</b>	
	<b>Convene District IDP Rep Forum meeting to discuss potential funded IDP projects for 2016-2017</b>	<b>November 2016</b>	
	Consolidate District wide IDP projects	December 2016	
<b>Integration Phase (Drafting)</b>			
<b>January</b>	Prepare and finalise draft District IDP	January 2017	
	<b>Present the draft District IDP to the IDP Steering Committee</b>	<b>January 2017</b>	
	<b>Present the draft District IDP to the IDP Rep Forum Committee</b>	<b>February 2017</b>	
<b>Approval Phase</b>			
<b>March-June</b>	<b>Present draft IDP to Council for adoption</b>	<b>March 2017</b>	<b>Section 17(3)(d) Municipal Finance Management Act 2003</b>

	<b>Submit the draft IDP to the MEC for CoGHSTA for further assessment</b>	<b>March 2017</b>	<b>Section 32(1)(2) Municipal Systems Act 2000</b>
	<b>Advertise draft IDP in the Local newspaper for scrutiny and comments</b>	<b>March/April 2017</b>	<b>Section 21A Municipal Systems Act 2000</b>
	<b>Incorporate all the comments received</b>	<b>May 2016</b>	<b>Section 29(1)(b) Municipal Systems Act 200</b>
	<b>Present the final District IDP to Council for approval</b>	<b>May 2017</b>	<b>Section 24(2)(iv) Municipal Finance Management Act 2003</b>
	<b>Submit the final IDP to the MEC for CoGHSTA for approval</b>	<b>May 2017</b>	<b>Section 32(1)(2) Municipal Systems Act 2000</b>
	Submit copies of approved District IDP to Provincial Sector Departments CoGHSTA and other stakeholders	May 2017	
	<b>Post the approved District IDP on the website of the Municipality</b>	<b>May/June 2017</b>	<b>Section 21A Municipal Systems Act 200</b>

## **1.2 SECTION B: DISTRICT IDP FRAMEWORK**

Section 27(1) requires each District Municipality to consult all Local Municipalities in the District before developing and adopting the IDP framework for the District. In accordance with the provision of section 27(2) to the Municipal Systems Act 2000 the IDP framework binds both the district and the local municipalities. The IDP framework outlines the parameters within which Integrated Development Plan is prepared.

Chapter V of the Municipal Systems Act (32) of 2000 requires all municipalities to prepare Integrated Development Plan as a strategic tool to manage the affairs of the municipality. Integrated Development Plan is a legislative requirement, it has a legal status and it supersedes all other plans that guide development at local government level.

The concept of Integrated Development Planning has its roots from the United Nation Conference on Environment and Development held in Rio de Janeiro in 1992. The Rio-Conference adopted Agenda 21 as a blue print for sustainable development. All member states were called upon to implement Agenda 21 by developing locally tailored-Agenda 21 called Local Agenda 21. South Africa embraced the principles of Agenda 21 in developing Integrated Development Plans; thus rendering IDP's – a Local Agenda 21 for

South Africa. Consequently Agenda 21 principles are embedded in the Constitution of South Africa and in many other legislation of the land. However Integrated Development Plans are aligned to many other International conventions.

The District Framework binds both the District Municipality and the Local Municipalities in the area, and is supposed to ensure proper consultation, co-ordination and alignment of the planning process of the District Municipality and the various Local Municipalities.

Each District Council must, in consultation with its Local Municipalities, adopt a District Framework for Integrated Development Planning in the area as a whole. The District Framework must be developed during a joint workshop, and is binding on both District and Local Municipalities. A District Municipality must conduct its own Integrated Development Planning in "close consultation with the Local Municipalities in that area." This District IDP must be aligned with the District Framework and the IDP processes. Proposals of local Municipalities must be "taken into account" in the drafting process.

## **1.2.1 INTEGRATED DEVELOPMENT PLAN FRAMEWORK FOR PIXLEY KA SEME DISTRICT MUNICIPALITY**

### **1.2.1.1 Introduction**

Municipalities are required by the provisions of Chapter V of the Municipal Systems Act (32) 2000 to prepare and adopt Integrated Development Plan for the areas under their jurisdiction. Thus Section 25 (1) states that: "Each 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. Furthermore Section 25 (3) (a) further elaborates that; "A newly elected Municipal Council may, within the prescribed period referred to in Subsection (1), adopt the Integrated Development Plan of its predecessor, but before taking a decision it must comply with Section 29(1)(b)(i), (c) and (d).

However in order to ensure consistency and compliance with legislative requirements, appropriate guidelines for the drafting of Integrated Development Plans need to be adopted. Thus Section 27 (1) of the Municipal Systems Act 32 of 2000 provides that: "Each District Municipality within the prescribed period after the start of its elected term in office and after following a consultative process within its area, must adopt a framework for Integrated Development Planning in the area as a whole. Thus it is on this basis that the following framework has been conceptualised.

## **1.2.2 VISION OF THE DISTRICT**

"Pixley Ka Seme District Municipality, pioneers of development, a home and future for all!!!"



### 1.2.3 MECHANISMS AND PROCEDURES FOR ALIGNMENT

In terms of the Municipal Systems Act section 31(c) Municipalities are required to align their IDP. Furthermore, this section provides that the Integrated Development Plan of a Municipality must be aligned to National and Provincial plans of organs of the state. District alignment with Local Municipalities and Government Department will take place at two levels i.e. horizontal (Local Municipalities) and vertical (Sector Departments). Therefore District Rep Forum Workshops will be held with all stakeholders and Local Municipalities to deal with alignment issues. Furthermore, through the process of project planning, alignment will take place. Sector Department and other stakeholders will be invited to participate in The IDP Rep Forum meeting and will be expected to bring along Departmental Projects, Programmes and Budget to improve proper planning and alignment. This will further be enhanced through integrating Sector Plans. District Steering Committee meetings will also provide an opportunity for District Municipality to consult with Local Municipalities and Sector Departments. Pixley ka Seme District Municipality will furthermore put up adverts in the print media for communities and stakeholders to make inputs into the draft IDP document. Notices will also be placed at the district and local municipal offices, calling people to provide comments on the draft IDP.

<b><u>DISTRICT ALIGNMENT ACTIVITY PROGRAMME</u></b>			
<b>Phases</b>	<b>Alignment Activity</b>	<b>Local Municipality</b>	<b>Local Government/ Provincial/National</b>
<u>Phase 1</u> : Analysis	Key Development Priorities	X	X
<u>Phase 2</u> : Strategies	District-level Strategy workshop	X	X
<u>Phase 3</u> : Projects	Project planning co-ordination	X	X
<u>Phase 4</u> : Integration	Integration of Sector Programme (Provincial/National)	X	X
<u>Phase 5</u> : Approval	<ul style="list-style-type: none"> <li>• Submission of draft IDP</li> <li>• Comment on draft IDP</li> <li>• Compiling District-level Summary of local IDPs</li> </ul>	X X X	X X

### 1.2.3.1 Types of alignment mechanisms

#### **Vertical Alignment**

While the IDP process is a Local process, as become evident during the IDP preparation process, it requires substantial input and support from other Spheres of Government i.e. National and Provincial Departments (as well as service providers). There accordingly needs to be alignment with these role-players. In essence, the roles of the various spheres of government in the IDP Review Process are anticipated as following:

- **National Level:** The National Sphere of Government should at least provide a framework for the preparation of the Sectoral plans, and where possible funding for such plans. This will contribute to the creation a normative framework and consistency between Municipalities. The Nation sphere should also coordinate and prioritise programmes and budgets between sectors and the national sphere in line with the framework.
- **Provincial Level:** As with the Government, the Provincial Government should prepare Sectoral Guidelines and funding for the preparation of Sectoral Plans. The preparation of the Sector Plans and programmes and District programmes also needs to be co-ordinated and aligned.
- **Local Level:** Local Government has review IDP's and prepares Sectoral Plans. In order to ensure that the 2016/2017 IDP Review process is undertaken in a holistic manner, it is essential that there is interaction and alignment between the Pixley Ka Seme District Municipality and the local Municipalities located within the Pixley Ka Seme District:
  - The Pixley Ka Seme District Municipality through Economic Development and Planning Cluster, which comprises of all Local Municipalities of the district, has prepared a framework plan (as required in terms of Section 27 of the Municipal Systems Act, 2000) to co-ordinate all planning activities during the review process.
  - The District Municipality will also organize district level IDP alignment workshops and meetings between all municipalities, as well as between municipalities and service providers.

#### **Horizontal Alignment**

- The Pixley Ka Seme District Technical co-ordinating committee chaired by the District Municipality Manager as well as the Economic Development and Planning Committee will meet on a monthly basis to monitor the progress with regard to the IDP of all the Local Municipalities.
- Each Manager of the Local Municipality will submit written report to the committee indicating progress and deviation from the local adopted Process Plan and proposals as to how recommendations are to be given content to, should it necessitate amendment of the Framework Plan.

### 1.2.3.2 Alignment of the idp, budget and municipal performance management process; and district framework plan

The Pixley Ka Seme District IDP Process will be aligned with the process of the compilation of the 2017-2018 Budget and the Organizational Performance Management System's Plan processes.

## **1.2.4 BINDING NATIONAL AND PROVINCIAL PLANS, PLANNING REQUIREMENTS AND LEGISLATION**

The preparation and adoption of an Integrated Development Plan is undertaken within a broadly based legislative framework. The main body of legislation, policies and guidelines that provide the foundation upon which Integrated Development Plan rests may be summarized as follows:

### **1.2.4.1 National Legalisations**

- The Constitution of the Republic of South Africa (108) of 1996
- Municipal Systems Act (32) of 2000
- Municipal Structures Act (117) of 1998
- Municipal Demarcation Act (28) of 1998
- National Environmental Management Act (107) of 1998
- EIA-Regulations-2006
- Development Facilitation Act (67) of 1995
- National Land Transport Act (5) of 2009
- Municipal Planning and Performance Management Regulation -2001
- Municipal Finance Management Act (56) of 2003
- Intergovernmental Relations Framework Act (13) of 2005
- The National Housing Act (107) of 1997
- Municipal Property Rates Act (6) of 2004
- Disaster Management Act (57) of 2002
- Water Services Act (108) of 1997
- Public Finance Management Act (1) of 1999
- National Environmental Management: Waste Act (59) of 2008
- Land Use Management Bill
- Northern Cape Planning and Development Act (7) of 1998

### **White Paper:**

These include, but not limited to the following:

- White Paper on Local Government
- White Paper on Spatial Planning and Land Use Management
- White Paper on Disaster Management
- Housing White Paper
- White Paper on Waste Management
- White Paper on Environmental Management
- White Paper on Safety and Security

**Furthermore there are other National Government policies and Guidelines which provides an overarching Framework namely:**

- National Development Plan 2030
- National Spatial Development Perspective (NSDP)
- National Growth and Development Strategy (NGDS)
- Revised IDP Format Guide
- Guidelines for Credible IDP's
- National Vision 2014
- 5 year Strategic Agenda for Local Government

- Medium Term Strategic Framework 2009-2014
- Delivery agreement: Outcomes 8
- Delivery agreement: Outcomes 9

#### **1.2.4.2 Provincial Legislation and Policies**

- The Northern Cape Provincial Growth and Development Strategy (NCPGDS)- Reviewed
- The Pixley Ka Seme District Municipal Growth and Development Strategy

#### **Sector Plans, Programmes, Policies and Frameworks**

- Water Services Development Plan;
- Integrated Transport Plan;
- Integrated Waste Management Plan;
- Land Development Objectives (to be replaced by spatial planning as a requirement to be incorporated as a component in the IDP)
- Housing strategies and targets;
- Coastal management issues;
- Local economic development strategies;
- Integrated infrastructure planning;
- Integrated energy planning;
- Spatial framework;
- National Environmental Management Act principles;
- Development Facilitation Act principles;
- Environmental implementation Plans; and
- Environmental Management Plans

#### **1.2.4.3 International Policies**

- Agenda 21-UN Conference on Environment and Development (Earth Summit)
- Habitat Agenda-UN Conference on Human Settlement (Habitat II)
- World Summit on Sustainable Development (WSSD) 2002
- Copen 15- World Summit on Climate Change 2009

### **1.2.5 MECHANISM AND PROCEDURE FOR PUBLIC PARTICIPATION**

Public Participation is a fundamental ingredient of the Integrated Development Planning process. This is articulated clearly in Chapter 4 of the Municipal Systems Act (32) 2000. Section 16 (a) states that municipalities must encourage, and create conditions for, the local community to participate in the affairs of the municipality.

Thus, in order to ensure participation of all stakeholders, municipalities have to identify all role-players and assign responsibilities to each one of them as summarised below:

### **1.2.5.1 Internal Role Players**

***In order to ensure effective public participation various role players are involved. These include the following:***

- Council
- Mayor
- Municipal Manager
- IDP Officer/Manager
- Heads of Departments and Municipal Officials
- Ward Councilors

#### **Roles and Responsibilities**

##### ***Ward Councilors***

- Facilitating public consultation and participation
- Ensuring transparency and linking the planning process to their wards

##### ***Council's Executive Committee***

- Monitoring the implementation of the IDP
- Involved in decision making processes

##### ***IDP Officer/Municipal Manager***

- Championing the Integrated Development Planning process
- Day-to-day management of the planning process in terms of time, resources and people, and ensuring Involvement of all relevant role players, especially officials, Making sure timeframes are being adhered to, Planning process is horizontally and vertically aligned and complies with National and Provincial requirements, Conditions for participation are provided and outcomes are being documented
- Chairing the Steering Committee

##### ***Municipal Council***

- Consider and adopt the process plan;
- To ensure alignment of the Local Municipality 's IDP to that of the District Municipality;
- To ensure that is a link between the IDP, the Performance Management System (PMS), and the budget
- Approving and adopting the revised IDP

##### ***Local Municipality***

- Prepare IDP Review Process Plan;
- Undertake the overall management and co-ordination of the planning process which includes ensuring that:
- All relevant actors are appropriately involved;
- Appropriate mechanisms and procedures for public consultation and participation are applied;
- The planning events are undertaken in accordance with the time schedule;

- The planning process is related to the real burning issues in the municipality; that it is a strategic and implementation- orientated process;
- The sector planning requirements are satisfied
- Adjust the IDP in accordance with the MEC for Local Government proposal;
- Ensure that the annual business plans, budget and land use Management decisions are linked to and based on the IDP.

### **Secretariat**

- Document Minutes for all IDP meetings

### **1.2.5.2 External Role Players**

***The main roles and responsibilities allocated to each of the role-players in the IDP review process are set out in the following:***

- Pixley Ka Seme District Municipality (Economic Development and Planning Cluster)
- IDP Representative Forum
- Government Departments
- Department of Cooperative Governance and Traditional Affairs
- Communities
- NGO's and Parastatals

### ***IDP Representative Forum***

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

### ***Pixley Ka Seme District Municipality (Economic Development and Planning Cluster)***

- Provide co-ordination for Local Municipalities;
- Ensure vertical alignment between the District and local planning;
- Facilitation of vertical alignment of IDP's with other spheres of government and sector departments
- Ensure horizontal alignment of the IDP's of the municipalities in the District Council area;
- To provide events for joint workshops with Local Municipalities, Provincial and National role players and other relevant specialists.

### ***Sector Departments***

- Contribute relevant information on the Provincial sector departments plans, programmes budgets, objectives, strategies and projects in a concise and accessible manner;
- Contribute sector expertise and technical knowledge to the formulation of municipal strategies and projects.

## **Community**

- Communities play an active part throughout the review process of the Integrated Development Plan because their needs are crucial; and as a local municipal we need to provide effective and efficient service delivery to the communities.
- Some forms of Community participation are Ward Committee meetings that are held at each ward and through Public Representative Forums.

## **Parastatals and NGO's**

- Provides support and contribute relevant information on the IDP plans, programmes, budgets, objectives, strategies and projects in concise and accessible manner.
- Contribute effectively in workshops and in compilation of the Integrated Development Plans.

## **Department of Co-operative Governance & Traditional Affairs**

- Provides co-ordination for Local Municipalities;
- Ensure vertical alignment between the District and local planning;
- Facilitation of vertical alignment of IDP's with other sphere of government and sector departments;
- Ensure horizontal alignment of the IDP's of the municipalities in the District Council area;
- To co-ordinate events for joint workshops with Local Municipalities, Provincial and National role players and other relevant specialists.
- To evaluate the overall process.

### **1.2.5.3 The following participation mechanisms are proposed**

#### ***IDP Steering Committee***

The Steering Committee should be a technical working team of dedicated Heads of Departments and Senior Officials who support the IDP Manager to ensure a smooth planning process. The IDP Manager is responsible for the process, but will often delegate functions to members of the Steering Committee. In Municipalities where relevant portfolio councillors want to be part of the IDP Steering Committee, they should be included.

#### Composition of IDP Steering Committee:

- Chairperson ; Municipal Manager (or IDP Manager)
- Secretariat; Official of Municipality
- Members; Heads of Departments/Sectors and/or
- Senior officials of Municipality and/or Provincial Departments

#### Note:

Must also include:

- Financial Manager;
- Human Resource Manager;
- Corporate and Legal Manager;
- Marketing and Communications;

The IDP Steering Committee will be responsible for the following:

- Provide terms of reference for subcommittees and the various planning activities.
- Commission research studies.
- Consider and comment on:
  - Inputs from subcommittee(s), study teams and consultants, and
  - Inputs from provincial sector departments and support providers (Shared Services Centre, etc.)
- Process, summarise and draft outputs.
- Make recommendations.
- Prepare, facilitate and minute meetings. Prepare and submit reports to the IDP Representative Forum.

Note:

- The IDP Steering Committee may establish subcommittees for specific activities and outputs which may include additional persons outside the Steering Committee.
- An official of the Municipality should be appointed to prepare, facilitate and document meetings. The function should be the responsibility of the Municipal Planner or similar official.
- For the logistics of workshops, dissemination of information and invitations, the responsible official should be supported by an administrator.

### ***IDP Representative Forum***

The IDP Representative Forum is the structure which institutionalises and guarantees representative participation in the Integrated Development Planning Process. The selection of members to the IDP Representative Forum has to be based on criteria which ensure geographical and social representation.

The IDP Representative Forum composition:

- **Chairperson** – A member of the Executive Committee or the Executive Mayor or a member of the Committee of Appointed Councillors
- **Secretariat** – IDP Steering Committee
- **Members:**
  - Members of the Executive Committee/Mayoral Committee;
  - Councillors (including Councillors who are members of the District Council and relevant Portfolio Councillors);
  - Traditional leaders;
  - Ward committee chairpersons;
  - Heads of Departments/Senior officials;
  - Stakeholder representatives of organised groups;
  - Stakeholder representatives of unorganised groups;
  - Resource persons; and
  - Community representative (e.g. RDP Forum)



#### Note:

- The preparation, facilitation and documentation of meetings and workshops of the IDP Representative Forum may need to be supported by Senior Manager, e.g. Shared Services Centre.

#### District Note:

- Similar structures will be required at District level for the District IDP;
- The composition of the District IDP Representative Forum should include Local Municipality representation
  - IDP Representative Forum Chairpersons
  - IDP Managers

#### The Forum will be responsible to:

- Represent the interests of their constituents in the IDP process;
- Provide an organisational mechanism for discussion, negotiation and decision-making between the stakeholders and the Municipality;
- Ensure communication between all the stakeholder representatives; and
- Monitor the performance of the planning and implementation process.

#### The IDP Representative Forum Code of Conduct

The Code of Conduct will at least include the following:

- Meeting schedule (frequency and attendance);
- Agenda, facilitation and documentation of meetings;
- Purpose of the Forum;
- Regular feedback to constituents;
- Required majority of approval;
- Quorum requirements; and
- Resolution of disputes (including Provincial assistance)

#### **Media**

- Amongst other means, the local press will be used to inform the community of the progress with respect to the 2016/2017 IDP Review.

#### **Circulate Notice:**

- Notices on the IDP Review need to be placed at strategic Municipal Notice Boards and, appropriate, public buildings (e.g. schools, clinics, tribal/magistrates courts, etc...)
- Ward Committees can also assist with the issuing of notices for meetings and on the reporting back to the community.

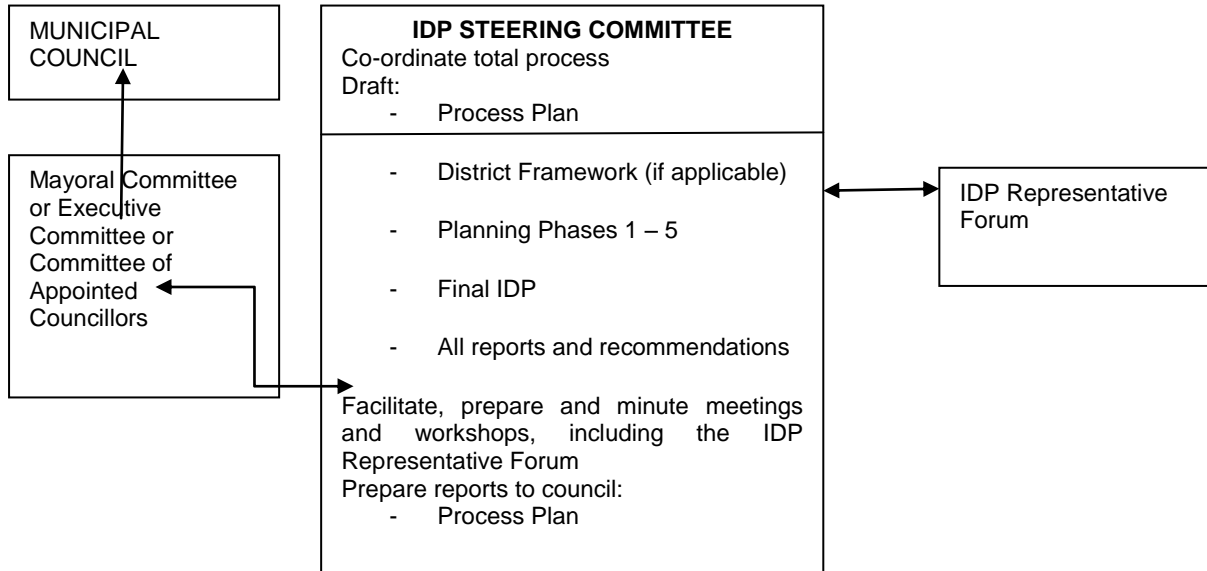
#### **Izimbizo**

- These will be more broad based and will target members of the community at a greater scale in wards; traditional leaders are included and communicated with throughout the IDP Process.

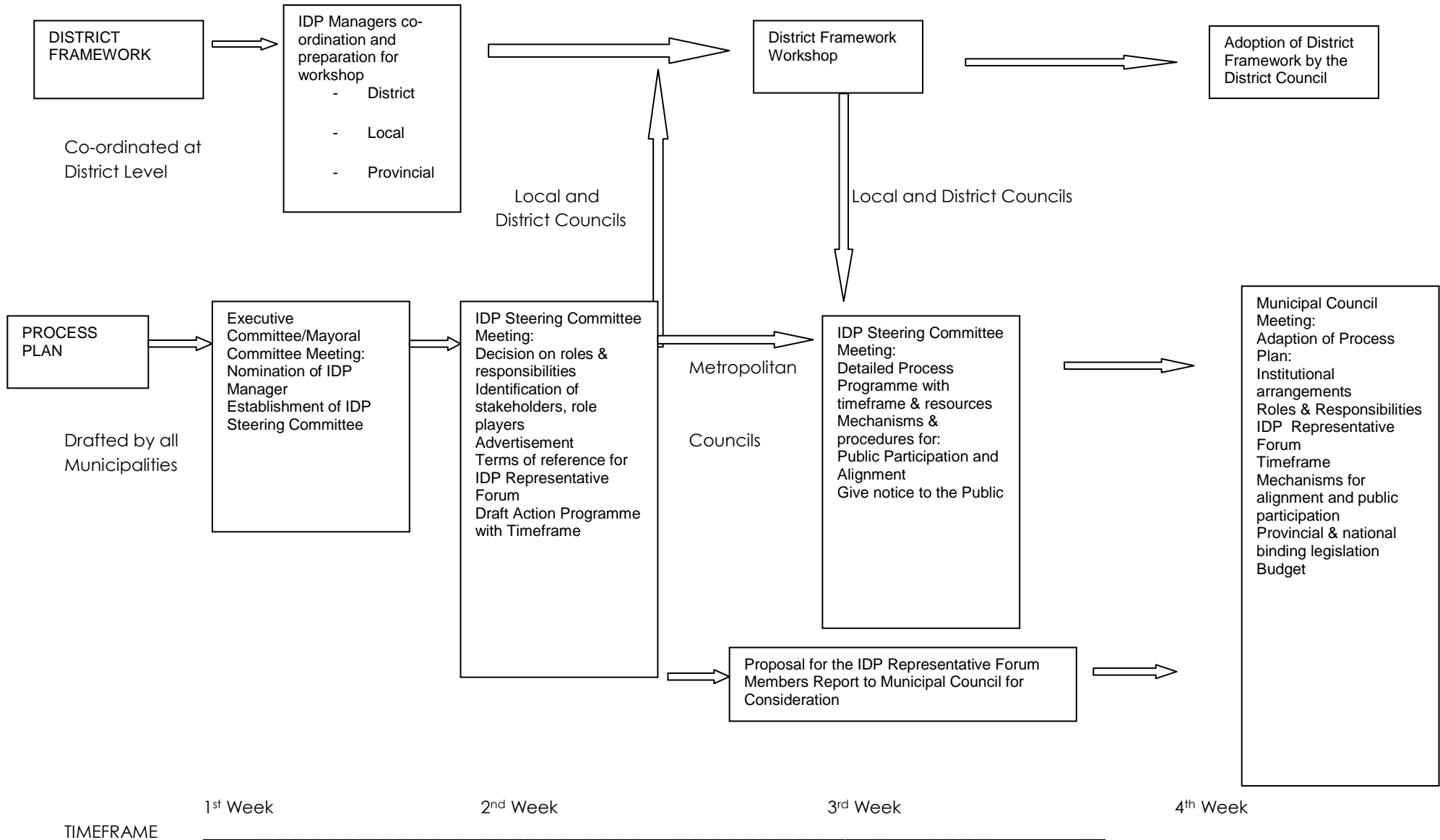
### Suggestion Boxes

- Suggestion Boxes will be placed at municipal offices and at the Library for placement of suggestions from the community and;
- Members of the public will be given a chance to make inputs continuously.

### Proposed Co-ordination Process



### 1.2.6 TIMEFRAME FOR PREPARATION PROCESS



## 1.2.8 NATIONAL LEGISLATION APPLICABLE TO THE FUNCTIONS OF LOCAL GOVERNMENT

### GENERAL MANAGEMENT

NATIONAL LEGISLATION	SUMMARY/SCOPE OF LEGISLATION
Constitution of the Republic of South Africa 1996	To introduce a new constitution for the Republic of South Africa and to provide for matters incidental thereto
Local Government: Municipal Systems Act, 2000	<ul style="list-style-type: none"> <li>• To give effect to “developmental local government”</li> <li>• To set principles, mechanisms and processes to promote social and economic upliftment of communities and to ensure access to affordable services for all</li> <li>• To set a framework for planning, performance management, resource mobilisation and organisational change and community participation</li> </ul>
Local Government: Municipal Structures Act, 1998	<ul style="list-style-type: none"> <li>• To provide for the establishment of municipalities in accordance with the requirements relating to the categories and types of municipality, the division of functions and powers between municipalities and appropriate electoral systems</li> <li>• To regulate internal systems, structures and office-bearers</li> </ul>
Consumer Affairs (Unfair Business Practices) Act, 1996	<ul style="list-style-type: none"> <li>• To provide for the investigation, prohibition and control of unfair business practices in the interest of consumers</li> </ul>
Local Government Cross-boundary Municipalities Act, 2000	<ul style="list-style-type: none"> <li>• To authorise the establishment of cross-boundary municipalities, to provide for the re-determination of the boundaries of such municipalities under certain circumstances and to provide for matters connected therewith</li> </ul>
Local Government: Municipal Demarcation Act, 1998	<ul style="list-style-type: none"> <li>• To provide for the demarcation of boundaries of municipalities for the establishment of new municipalities</li> </ul>
Municipal Electoral Act, 2000	<ul style="list-style-type: none"> <li>• To regulate municipal elections</li> <li>• To amend certain laws</li> <li>• To provide for matters connected therewith</li> </ul>
Organised Local	<ul style="list-style-type: none"> <li>• To provide for the recognition of national and</li> </ul>

NATIONAL LEGISLATION	SUMMARY/SCOPE OF LEGISLATION
Government Act, 1997	provincial organisations representing the different categories of municipalities and the designation of representatives to participate in the National Council of Provinces etc.
Promotion of Local Government Affairs Act, 1983	<ul style="list-style-type: none"> <li>• To provide for the co-ordination of functions of general interest to local authorities and of those functions of local authorities which should in the national interest be co-ordinated</li> </ul>
Local Government Transition Act, 1993 REPEALED EXCEPT FINANCIAL PROVISIONS	<ul style="list-style-type: none"> <li>• To provide for matters relating to municipalities in the interim phase, powers and functions of municipalities and actions of officials and councillors</li> </ul>
Occupational Health and Safety Act, 1993	<ul style="list-style-type: none"> <li>• To provide for occupational health and safety in the work place and the protection of persons outside the work place against hazards to health and safety arising from activities of persons at the work place</li> </ul>
Promotion of Access to Information Act, 2000	<ul style="list-style-type: none"> <li>• To control and regulate the right of all persons to access to information</li> </ul>
Promotion of Fair Administrative Justice Act, 2000	<ul style="list-style-type: none"> <li>• To give effect to the right to administrative action that is lawful, reasonable and procedurally fair in terms of the Constitution of the Republic of South Africa 1996</li> </ul>
Promotion of Equality & Prevention of Unfair Discrimination Act, 2000	<ul style="list-style-type: none"> <li>• To give effect to section 9 read with item 23(1) of Schedule 6 to the Constitution of the Republic of South Africa, 1996, to prevent and prohibit unfair discrimination and harassment</li> <li>• To promote equality and to eliminate unfair discrimination &amp; to prevent &amp; prohibit hate speech &amp; to provide for matters connected therewith</li> </ul>

## FINANCE

NATIONAL LEGISLATION	SUMMARY/SCOPE OF LEGISLATION
Business Act, 1991	<ul style="list-style-type: none"> <li>• To repeal certain laws regarding the licensing of businesses</li> <li>• To provide for the licensing and operation of certain businesses, shop hours and related matters</li> </ul>

NATIONAL LEGISLATION	SUMMARY/SCOPE OF LEGISLATION
Debt Collectors Act, 1998	<ul style="list-style-type: none"> <li>To provide for controlled debt collecting</li> </ul>
Income Tax Act, 1962	<ul style="list-style-type: none"> <li>To provide for the payment of taxes on incomes of persons and taxes on donations</li> </ul>
Insolvency Act, 1936	<ul style="list-style-type: none"> <li>To consolidate and amend the law relating to insolvent persons and their estates</li> </ul>
Local Authorities Capital Development Fund Ordinance, 1978 READ WITH Local Government Affairs Second Amendment Act, 1993	<ul style="list-style-type: none"> <li>To provide for the establishment and management of a Capital Development Fund and for matters incidental thereto</li> </ul>
Municipal Accountants' Act, 1988	<ul style="list-style-type: none"> <li>To provide for the establishment of a Board for Municipal Accountants and for the registration of Municipal Accountants and the control of their profession</li> </ul>
Municipal Consolidated Loans Fund Ordinance, 1952 READ WITH Local Government Affairs Second Amendment Act, 1993	<ul style="list-style-type: none"> <li>To provide for the establishment and management of a Consolidated Loans Fund as approved by the Premier</li> </ul>
Municipal Finance Management Act, 2003	<ul style="list-style-type: none"> <li>To regulate financial management in the local sphere of government to require that all revenue, expenditure assets and liabilities of municipalities and municipal entities are managed efficiently and effectively, to determine responsibilities of persons entrusted with local sphere financial management and to determine certain conditions and to provide for matters connect therewith</li> </ul>
Pension Benefits for Councillors of Local Authorities Act, 1987	<ul style="list-style-type: none"> <li>To provide the pension benefits for councillors</li> </ul>
Public Financial Management Act, 1999	<ul style="list-style-type: none"> <li>To regulate financial management in the national and provincial governments and, inter alia, provincial public entities</li> </ul>
Prescribed Rate of Interest Act, 1975	<ul style="list-style-type: none"> <li>To prescribe and regulate the levying of interest from debtors</li> </ul>
Reporting by Public Entities Act, 1992	<ul style="list-style-type: none"> <li>To provide for the reporting to Parliament by public entities</li> </ul>

<b>NATIONAL LEGISLATION</b>	<b>SUMMARY/SCOPE OF LEGISLATION</b>
Value-added Tax Act, 1991	<ul style="list-style-type: none"> <li>To provide for the taxation in respect of the supply of goods and services</li> </ul>
Local Government Transition Act, 1993 REPEALED EXCEPT FINANCIAL PROVISIONS	<ul style="list-style-type: none"> <li>To provide for matters relating to municipalities in the interim phase, powers and functions of municipalities and actions of officials and councillors</li> </ul>
Local Government: Property Rates Act	<ul style="list-style-type: none"> <li>To regulate general property valuation</li> </ul>

#### **ADMINISTRATION/CORPORATE AND LEGAL SERVICES**

<b>NATIONAL LEGISLATION</b>	<b>SUMMARY/SCOPE OF LEGISLATION</b>
Electoral Act, 1998	<ul style="list-style-type: none"> <li>To manage and regulate on national, provincial and local government level</li> </ul>
Expropriation Act, 1975	<ul style="list-style-type: none"> <li>To provide for the expropriation of land and other property for public and certain other purposes and matters connected thereto</li> </ul>

#### **HOUSING**

<b>NATIONAL LEGISLATION</b>	<b>SUMMARY/SCOPE OF LEGISLATION</b>
Housing Arrangements Act, 1993	<ul style="list-style-type: none"> <li>To provide for the establishment of a national and regional Housing Board(s) and the abolition of certain existing boards</li> </ul>
Rental Housing Act, 1999	<ul style="list-style-type: none"> <li>To define the responsibility of Government in respect of rental housing</li> </ul>
Residential Landlord and Tenant Act, 1997	<ul style="list-style-type: none"> <li>To provide for the regulation of landlord-tenant relations in order to promote stability in the residential rental sector in the province</li> </ul>

#### **TOWN PLANNING AND SPATIAL DEVELOPMENT**

<b>NATIONAL LEGISLATION</b>	<b>SUMMARY/SCOPE OF LEGISLATION</b>
Provision of Certain Land for Settlement, 1993	<ul style="list-style-type: none"> <li>To provide for the designation of certain land and to regulate the subdivision of such land and settlement of persons thereon</li> </ul>
Advertising on Roads & Ribbon Development Act, 1940	<ul style="list-style-type: none"> <li>To control advertising on national and regional roads</li> </ul>
Black Communities Development Act, 1984	<ul style="list-style-type: none"> <li>To control the land use rights within the former black areas</li> </ul>
Development Facilitation	<ul style="list-style-type: none"> <li>To provide for Integrated Development Plans,</li> </ul>

<b>NATIONAL LEGISLATION</b>	<b>SUMMARY/SCOPE OF LEGISLATION</b>
Act, 1995	reflecting current planning and to institutionalise development tribunals for evaluating applications
Physical Planning Act, 1991	<ul style="list-style-type: none"> <li>To provide guidelines for the drafting of urban development plans</li> </ul>
Regulations on Advertisements on or Visible from National Roads, 1998	<ul style="list-style-type: none"> <li>To control all advertising on national and regional roads</li> </ul>
Subdivision of Agricultural Land Act, 1970	<ul style="list-style-type: none"> <li>To control the subdivision of farm land and agricultural holdings</li> </ul>
Town and Regional Planners Act, 1984	<ul style="list-style-type: none"> <li>To provide for the training and registration of professional Town Planners</li> </ul>

### **SAFETY AND SECURITY**

<b>NATIONAL LEGISLATION</b>	<b>SUMMARY/SCOPE OF LEGISLATION</b>
Criminal Procedure Act, 1977	<ul style="list-style-type: none"> <li>To consolidate and regulate procedure and evidence in criminal proceedings</li> </ul>
Disaster Management Bill, 2000	<ul style="list-style-type: none"> <li>To provide for an integrated, co-ordinated and common approach to disaster management by all spheres of government and related matters</li> </ul>
Fire Brigade Services Act, 1987	<ul style="list-style-type: none"> <li>To provide for the rendering of fire brigade services and certain conditions to the rendering of the service</li> </ul>
Gatherings and Demonstration Act, 1993	<ul style="list-style-type: none"> <li>To control public gatherings and procession of marches</li> </ul>
Hazardous Substances Act, 1973	<ul style="list-style-type: none"> <li>To control matters relating to gas, petrol and liquids</li> </ul>
National Land Transport Bill, 1999	
National Land Transport Interim Arrangements Act, 1998	<ul style="list-style-type: none"> <li>To make arrangements relevant to transport planning and public road transport services</li> </ul>
Urban Transport Act, 1977, as amended 1992	<ul style="list-style-type: none"> <li>To promote the planning and provision of adequate urban transport facilities</li> </ul>
National Road Traffic Act, 1996	<ul style="list-style-type: none"> <li>To regulate traffic on public roads, the registration and licensing of motor vehicles and drivers, including fitness requirements and incidental matters</li> </ul>
Road Traffic Management Corporation Act, 1999	<ul style="list-style-type: none"> <li>To provide in the public interest for co-operative and co-ordinated strategic planning, regulation, facilitation and law enforcement in respect of</li> </ul>



<b>NATIONAL LEGISLATION</b>	<b>SUMMARY/SCOPE OF LEGISLATION</b>
	road traffic matters and to provide for matters connected therewith
Prevention of Illegal Eviction from and Unlawful Occupation of Land Act, 1998	<ul style="list-style-type: none"> <li>To provide for the eviction of unlawful occupants of land and the protection of the rights of such occupants under certain conditions</li> </ul>
South African Police Service Act, 1995	<ul style="list-style-type: none"> <li>To provide, inter alia, for a municipal (city) police</li> </ul>

## **HEALTH AND WELFARE**

<b>NATIONAL LEGISLATION</b>	<b>SUMMARY/SCOPE OF LEGISLATION</b>
Hazardous Substances Act, 1973	<ul style="list-style-type: none"> <li>To control matters relating to gas, petrol and liquids</li> </ul>
Health Act, 1977	<ul style="list-style-type: none"> <li>To provide for the promotion of the health of the inhabitants of the Republic</li> <li>To render health services</li> <li>To define the duties, powers and responsibilities of certain authorities which render such services</li> <li>To co-ordinate such services</li> </ul>
National Policy for Health Act, 1990	<ul style="list-style-type: none"> <li>To provide for control measures to promote the health of the inhabitants of the Republic and for matters connected thereto</li> </ul>

## **HUMAN RESOURCES**

<b>NATIONAL LEGISLATION</b>	<b>SUMMARY/SCOPE OF LEGISLATION</b>
Employment Equity Act, 1998	<ul style="list-style-type: none"> <li>To promote the constitutional right of equality and the exercise of true democracy</li> <li>To eliminate unfair discrimination in employment</li> <li>To redress the effect of unfair discrimination in the work place</li> <li>To achieve a workforce representative of the population</li> </ul>
Basic Conditions of Employment Act, 1997	<ul style="list-style-type: none"> <li>To give effect to the right to fair labour practice</li> <li>To provide for the regulation of basic conditions of employment</li> </ul>
Compensation of Occupational Injuries and Diseases Act, 1993	<ul style="list-style-type: none"> <li>To regulate the categories of persons entitled to compensation for occupational injuries and diseases, and to determine the degree of disabled employees</li> </ul>
Labour Relations Act, 1995	<ul style="list-style-type: none"> <li>To regulate the organisational rights of trade unions, the right to strike and lock-outs</li> </ul>

<b>NATIONAL LEGISLATION</b>	<b>SUMMARY/SCOPE OF LEGISLATION</b>
	<ul style="list-style-type: none"> <li>• To promote and facilitate collective bargaining and employee participation in decision-making</li> <li>• To provide simple procedures for labour disputes</li> </ul>
Skills Development Act, 1998	<ul style="list-style-type: none"> <li>• To provide for the implementation of strategies to develop and improve the skills of the South African workforce</li> <li>• To provide for learnerships, the regulation of employment services and the financing of skills development</li> </ul>
Skills Development Levies Act, 1999	<ul style="list-style-type: none"> <li>• To provide for the imposition of a skills development levy and for matters connected therewith</li> </ul>
South African Qualifications Authority Act, 1995	<ul style="list-style-type: none"> <li>• To provide for the establishment of a National Qualifications Framework and the registration of National Standards Bodies and Standards Generating Bodies and the financing thereof</li> </ul>
Unemployment Insurance Act, 1966	<ul style="list-style-type: none"> <li>• To provide for the payment of benefits to certain persons and the dependants of certain deceased persons</li> <li>• To provide for the combating of unemployment</li> </ul>

## **ELECTRICITY**

<b>NATIONAL LEGISLATION</b>	<b>SUMMARY/SCOPE OF LEGISLATION</b>
Electricity Act, 1987	<ul style="list-style-type: none"> <li>• To provide for and regulate the supply of electricity and matters connected thereto</li> </ul>

## **ENVIRONMENT**

<b>NATIONAL LEGISLATION</b>	<b>SUMMARY/SCOPE OF LEGISLATION</b>
Environmental Conservation Act, 1982	<ul style="list-style-type: none"> <li>• To provide for environmental impact assessments and exemptions, noise control areas etc.</li> </ul>
Environmental Conservation Act, 1989	<ul style="list-style-type: none"> <li>• To provide for the effective protection and controlled utilisation of the environment and for matters incidental thereto</li> </ul>
National Environmental Management Act, 1998	<ul style="list-style-type: none"> <li>• To provide for co-operative environmental governance by establishing principles for decision-making on matters affecting the environment and to provide for matters connected thereto</li> </ul>

## **ENGINEERING/TECHNICAL SERVICES**

<b>NATIONAL LEGISLATION</b>	<b>SUMMARY/SCOPE OF LEGISLATION</b>
-----------------------------	-------------------------------------

Advertising on Roads & Ribbon Development Act, 1940	<ul style="list-style-type: none"> <li>• To control advertising on national and regional roads</li> </ul>
Regulations on Advertisements on or visible from national roads, 1998	<ul style="list-style-type: none"> <li>• To control all advertising on national and regional roads</li> </ul>
National Building Regulations and Building Standards Act, 1977	<ul style="list-style-type: none"> <li>• To provide for the promotion of uniformity in the law relating to the erection of buildings in the areas of jurisdiction of local authorities and for the prescribing of building standards</li> </ul>
National Water Act, 1998	<ul style="list-style-type: none"> <li>• To provide for fundamental reform of the laws relating to water resources</li> </ul>
Water Services Act, 1997	<ul style="list-style-type: none"> <li>• To provide for the rights of access to basic water supply and sanitation, national standards and norms for tariffs and services development plans</li> </ul>

#### 1.2.4 CONCLUSION

***the District IDP process plan for 2016-2017 financial year review, planning for 2017/2018 has:***

- Detailed the organizational arrangements for the review process;
- Outlined the roles and responsibilities;
- Outlined the mechanisms and procedures for public participation;
- Described the mechanisms and procedures for alignment;
- Provided an action plan.

#### 1.2.5 ONCE ADOPTED BY COUNCIL

2017/2018 Final Process Plan will be forwarded to the Department of Co-operative Governance and Traditional Affairs before the end of September 2016 and thereafter it will be advertised by means of public notes on Council notice boards and Local newspapers.