

BITOU MUNICIPALITY IDP PROCESS PLAN



5th Generation 2022 - 2027

TABLE OF CONTENT

1.INTRODUCTION	1
2.LEGAL REQUIREMENTS	4
3.PREPARATION FOR THE PROCESS.....	6
4.COMMUNITY AND STAKEHOLDER PARTICIPATION	6
5.ROLES AND RESPONSIBILITIES	8
6.INTER-GOVERNMENTAL ALIGNMENT.....	11
7.IDP CONTENT	11
8.PRINCIPLES TO BE APPLIED IN DEVELOPING IDP'S IN THE GARDEN ROUTE	14
DISTRICT.....	14
9.MECHANISMS FOR PUBLIC PARTICIPATION.....	14
10.ANNUAL REVISION OF THE IDP.....	14
11.IDP SOURCE DOCUMENTS	15

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

The Integrated Development Plan –

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

1. INTRODUCTION

Integrated development planning is the key tool for local government to cope with its role and function in terms of the SA Constitution and other applicable legislation. In contrast to the role municipal strategic planning has played in the past, integrated development planning is now seen as a function of municipal management, as part of an integrated system of planning and delivery.

The IDP process is meant to arrive at decisions on issues such as municipal budget priorities, land management, social and economic development and institutional transformation in a consultative, systematic and strategic manner.

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

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

Area in covered by Bitou Municipality

Bitou Municipality has seven wards and a number sub areas with diverse development challenges. Section 4 of the Systems Act, Act 32 of 2000 demands that the municipality should develop a culture of public participation in preparing, implementation and review of its Integrated Development Plan as outlined in chapter 5 of the same act.

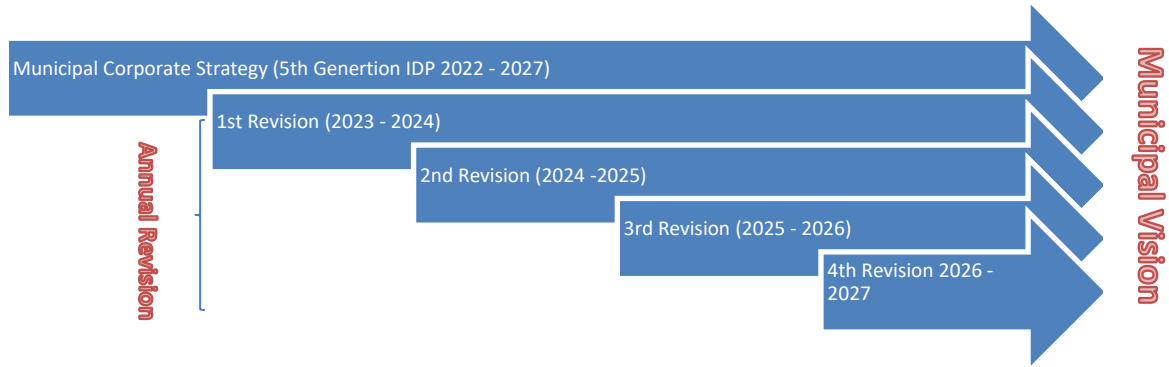
The municipality has to develop mechanism, processes and procedures for public participation. This has to be done in consideration of the deadly corona virus threat. The municipality has to consider inputs from all stakeholders and communities.

The areas covered are and considered for development are the following:

- Plett South
- Bossiesgif
- Qolweni
- Pine trees
- New Horizon
- Kwa-Nokuthula
- Harkeville
- Kranshoek
- Keurbooms
- Craggs
- Kurland
- Covie
- Wittedrift

Five year cycle of the IDP

The IDP plan is a five year plan that is revised annually. The IDP cycle for the term of council started on the May 2022 – 30 June 2027. The figure below gives a schematic diagram of the five year cycle.



The ultimate goal of IDP process is to ensure that council achieve its development objectives and vision in an integrated approach in consultation with communities, District Municipality, Province and National Sector Departments.

Phases of the annual process

The IDP process normally goes through the following phases during the course of a year:

Phase	Tasks	Mechanisms	Timeframes
Analysis	External analysis:		Sep - Nov
	Spatial Social Economic Environmental Sector needs and issues	Sector plans Spatial Development Framework Stakeholders discussions Annual customer satisfaction survey MEPO	
	Compilation of area plans:		
	Ward profiles Services backlogs Priority issues	Ward Meetings Ward Forum Rate Payers Meetings Social Media inputs Social Groups correspondence	
	Internal analysis:		
	Critical issues / challenges Minimum service levels Institutional Analysis Financial Viability analysis Legislative compliance (e.g. Staff Regulations) Performance assessments	In-house exercise by departments Performance assessment Internal Audits Audit Management report	
	Inter-governmental alignment:		
	Align with National and Provincial Policies MEC report SIME Report GRDM Joint Planning Initiative GRDM IDP Firums	Desk top study by IDP Manager	
Strategy and action plan	Council and Management discuss strategic issues such as vision and mission, future directions, strategic goals and objectives, as well as programmes, actions, key performance indicators and targets for each strategic objective.	Strategy workshops Stakeholder discussions In-house exercise by Management Team	Nov -Dec
Approval of draft IDP and draft annual budget	Finalise and approve draft IDP and draft annual budget	In-house preparation of the relevant documentation and submission to Council	Jan - Feb
Consultation and refinement	Make public the draft IDP and draft annual budget for comments and submissions. Submit the draft annual budget to National and Provincial Treasury, prescribed national or provincial organs of state and to other municipalities affected by the budget. Consult the Eden District Municipality on the draft IDP. Consult the local community and other	In-house exercise by Director Financial Services and IDP Manager Public meetings & workshops Meetings with TVA, Business Chambers and Rate Payers Associations	Mar - May
Final approval	Council approves the final IDP and final annual budget	In-house preparation of the relevant documentation and submission to Council	May

2. LEGAL REQUIREMENTS

In order to ensure certain minimum quality standards of the IDP process and a proper coordination between and within the spheres of government, the IDP process is regulated by the **Municipal Systems Act, No 32 of 2000 (MSA)**. The Act requires the following regarding the process:

SECTION 27: FRAMEWORK FOR INTEGRATED DEVELOPMENT PLANNING

- (1) Each district municipality, within a prescribed period after the start of the of its elected term and after following a consultative process with the local municipalities within its area must adopt a framework for the integrated development planning in the area as a whole;
- (2) A framework referred to in subsection (1) binds both the district municipality and local municipalities in the area of the district municipality, and must at least:
 - a. Identify the plans and planning requirements binding in terms of national and provincial legislation and on the district municipality and local municipalities or any specific municipality
 - b. Identify the matters to be included in the integrated development plan of the district municipality and the local municipalities that require alignment;
 - c. Specify the principles to be applied and coordinate 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;
 - ii. To effect essential amendments to the framework.

SECTION 28:

- (1) Each municipal council, within a prescribed period after the start of its elected term, must adopt a process set out in writing to guide the planning, drafting, adoption and review of its integrated development plan.
- (2) The municipality must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, consult the local community before adopting the process.
- (3) A municipality must give notice to the local community of particulars of the process it intends to follow.

SECTION 29(1):

The process must -

- (a) Be in accordance with a predetermined programme specifying timeframes for the different steps;
- (b) through appropriate mechanisms, processes and procedures established in terms of Chapter 4,
 - (i) allow for - the local community to be consulted on its development needs and priorities;
 - (ii) the local community to participate in the drafting of the integrated development

- plan; and
- (iii) organs of state, including traditional authorities, and other role players to be identified and consulted on the drafting of the integrated development plan;
- (c) provide for the identification of all plans and planning requirements binding on the municipality in terms of national and provincial legislation; and
- (d) be consistent with any other matters that may be prescribed by regulation.

3. PREPARATION FOR THE PROCESS

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

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

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

4. COMMUNITY AND STAKEHOLDER PARTICIPATION

Organisational arrangements

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

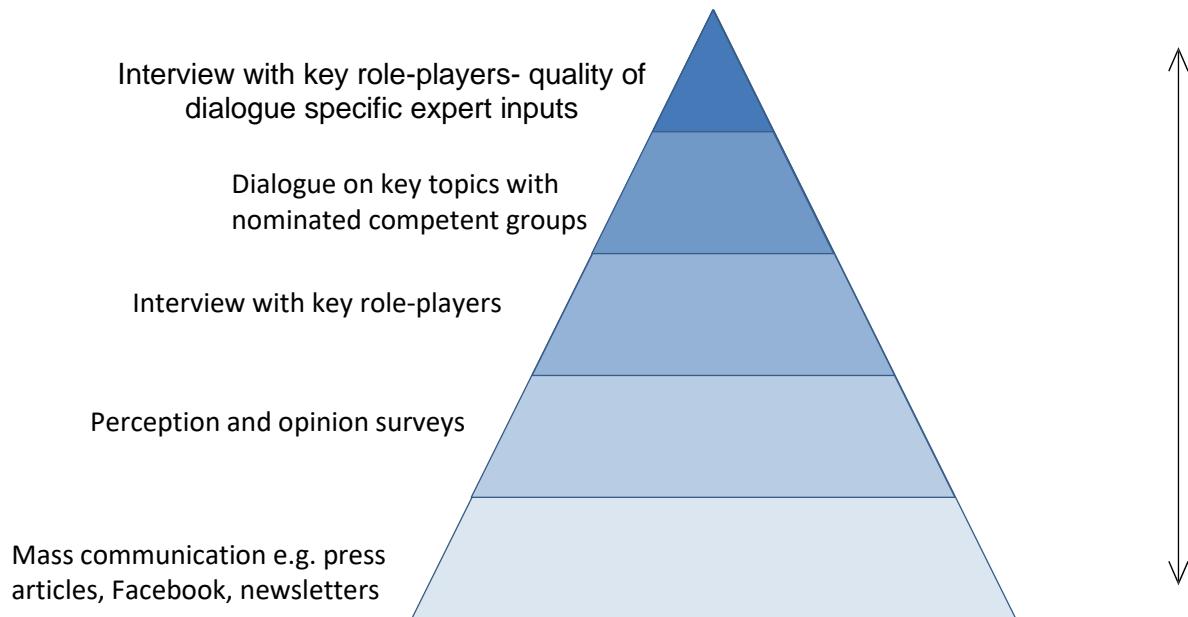
- ✓ Institutionalise the participation process;
- ✓ Effectively manage outputs; and
- ✓ Give affected parties access to contribute to the decision-making process.

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

Structured participation

The IDP process and the participation of the community in this process have to be structured.

The involvement and inputs of the community and stakeholders will be obtained in the manner depicted in the following picture:



Ward committees

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

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

Bitou Municipal Advisory/ IDP Forum

The Bitou Municipal Advisory /IDP Forum (BMAF) functions as the IDP Representative Forum and comprises of two members from each ward committee (24 members) as well as any other role players or stakeholders the Executive Mayor wishes to co-opt onto the Forum for one or more meetings or for a specific purpose.

The sole purpose of the BMAF will be to advise the Executive Mayor on matters relating to the IDP. It will not have any decision making powers.

5. ROLES AND RESPONSIBILITIES

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

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

Roles and responsibilities within Government

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

Roles and responsibilities - Municipality and stakeholders

Role Player	Roles and Responsibilities	Objectives
Mayoral Committee (process "owner", accountable)	<ul style="list-style-type: none"> ▪ Decide on planning process: nominate persons in charge ▪ Monitor planning process ▪ Responsible for the overall management, co- ordination and monitoring of the process and drafting of the IDP (to make sure that all relevant actors are involved) 	<ul style="list-style-type: none"> ▪ Increased ownership and accountability ▪ More appreciation of the merit of the process/ plan ▪ More openness to new / different ideas ▪ Greater commitment to the process / plan ▪ Be more accessible to the public ▪ Get buy-in from the community ▪ Improved communication to manage expectations ▪ Communicate limited resources
Proportional councillors, ward councillors, ward committee members	<ul style="list-style-type: none"> ▪ Link integrated development planning process to their constituencies/wards ▪ Organise public participation 	
Municipal Manager and Management Team (Responsible)	<ul style="list-style-type: none"> ▪ Provide technical/sector expertise and information ▪ Provide inputs related to the various planning steps ▪ Summarise / digest / process inputs from the participation process ▪ Discuss / comment on inputs from specialists 	
IDP Management Office (Process facilitator)	Day-to-day management of the drafting process on behalf of the Municipal Manager (to ensure a properly managed and organised planning process)	More productive and efficient process management
Strategic Partners <ul style="list-style-type: none"> ▪ Public sector organisations ▪ Key business people ▪ Business and agricultural societies ▪ NGO's and NPO's ▪ Sector representatives 	Represent interests and contributing knowledge and ideas	
Citizens	Represent interests and contributing knowledge and ideas	

6. INTER-GOVERNMENTAL ALIGNMENT

The IDP requires alignment with other spheres of government at different stages during the process. Before starting with the IDP process municipalities need to understand where alignment should take place and through which mechanism this can best be achieved. Alignment is the instrument to synchronize and integrate the IDP process between different spheres of government. The alignment process must reveal how National and Provincial Government and the District Municipality could tangibly assist this Municipality in achieving its developmental objectives.

The desired outcome of inter-governmental alignment is –

- To make government as a whole work together;
- To improve the impact of its programmes; and
- To work towards achieving common objectives and outcomes,

Particularly with respect to economic growth for job creation and addressing the needs of the poor.

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

The alignment process is co-ordinated by the Eden District Municipality. Alignment meetings take place at district level, but with the involvement of all local municipalities.

7. IDP CONTENT

Section 26 of the MSA highlight the following elements as the core components of integrated development plan:

An integrated development plan must reflect-

- (a) the municipal council's vision for the long term development of the municipality with special
- (b) emphasis on the municipality's most critical development and internal transformation needs;
- (c) 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;
- (d) the council's development priorities and objectives for its elected term, including its local economic development aims and its internal transformation needs;
- (e) 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;
- (f) a spatial development framework which must include the provision of basic guidelines for a land use management system for the municipality;
- (g) the council's operational strategies;
- (h) applicable disaster management plans;
- (i) a financial plan, which must include a budget projection for at least the next three years; and

- (j) the key performance indicators and performance targets determined in terms of section 41.

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

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

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

8. PRINCIPLES TO BE APPLIED IN DEVELOPING IDP'S IN THE GARDEN ROUTE DISTRICT

Key principles were considered in drafting the Growth and Development Strategy for the Garden Route region, which must also apply for the development of IDPs in the region.

- **People-oriented:** people are at the centre of development and growth planning in this strategy, and all actions should be tested against the requirements of inclusivity and generating economic opportunities and employment.
- **Valuing cultural and ecological heritage:** this strategy aims to work with, conserve, and celebrate the people, places and natural systems that make the Garden Route unique.
- **A partnering approach:** the process for creating, implementing, maintaining, and adapting this strategy should involve all impacted and interested parties, and draw in the right people and resources relevant to each issue.
- **Innovation and responsiveness:** this strategy recognises that the challenges and uncertainties facing the region will require novel solutions in many forms.
- **Sustainability and resilience:** any short term gains in growth and development will be undermined if the ecological base of the region is eroded, or if the risks from existing ecological destruction and climate change are not managed.
- **Good governance:** transparency and accountability are conditions for democracy, as are effective monitoring, learning, and adaptation. Efficient, effective, and integrated management, and good administration and governance, are critical to attract investment to the region.
- **Working within what is possible:** this strategy recognises and works within current possibilities and constraints to ensure that plans are implementable and goals are achievable. State-owned assets and regulatory frameworks are critical to local development and growth.
- **Managing connectivity and change:** the Covid-19 pandemic has made it clear that the region's interdependence and interconnection with the Western Cape Province, South Africa as a whole, and other countries need to be managed to optimise flows of resources and demand, as well as to ensure local resilience.

9. MECHANISMS FOR PUBLIC PARTICIPATION

- **Ward Public Meetings**
- **Councillor Report back meetings**
- **Bitou Advisory Forum**
- **Media**
- **Social Media**

10. ANNUAL REVISION OF THE IDP

Legal requirements

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

A municipal council-

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

Purpose of a review

The IDP has to be reviewed annually in order to:

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

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

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

The purpose of the annual review is therefore to –

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

11. IDP SOURCE DOCUMENTS

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

Acts of Parliament

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

Regulations

- ✓ Municipal Planning and Performance Management Regulations (Aug 2001) Municipal Budget and Reporting Regulations (April 2009)
- ✓ Regulations in terms of the Spatial Planning and Land Use Management Act (March 2015)

National policy

- ✓ National Development Plan (2012)
- ✓ Medium-Term Strategic Framework: 2014 – 2019 Back to Basics Approach - September 2014

Provincial policy

- ✓ Western Cape's Provincial Strategic Plan: Vision Inspired Priorities
- ✓ Western Cape Provincial Spatial Development Framework - March 2014

District policies

- ✓ Section 27 Garden Route District Framework
- ✓ Garden Route District Municipality Joint Planning Initiative

