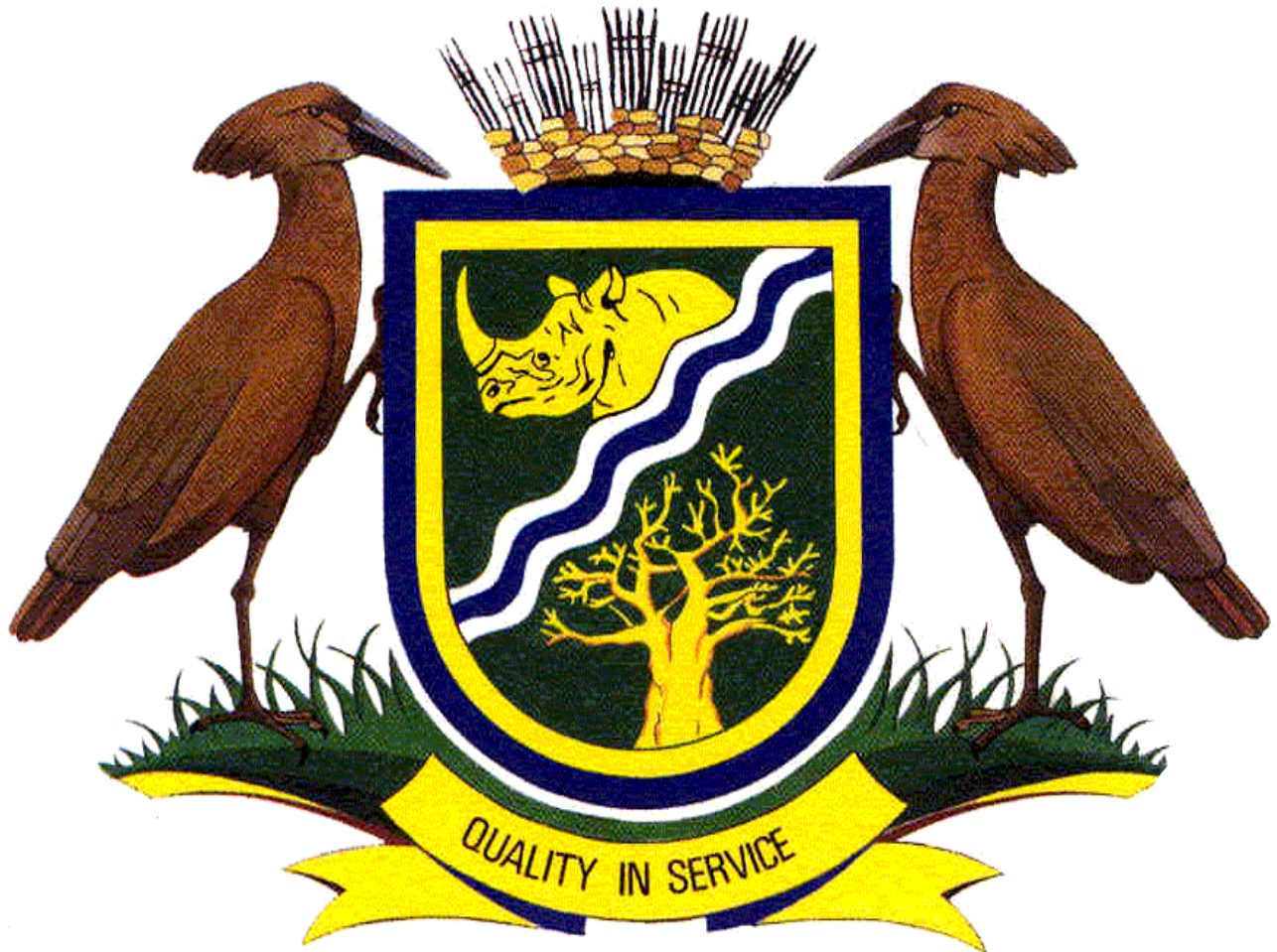


VHEMBE DISTRICT MUNICIPALITY 2009/10 IDP REVIEW PROCESS PLAN



"THE HUB OF THE LEGENDS"

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1. INTRODUCTION

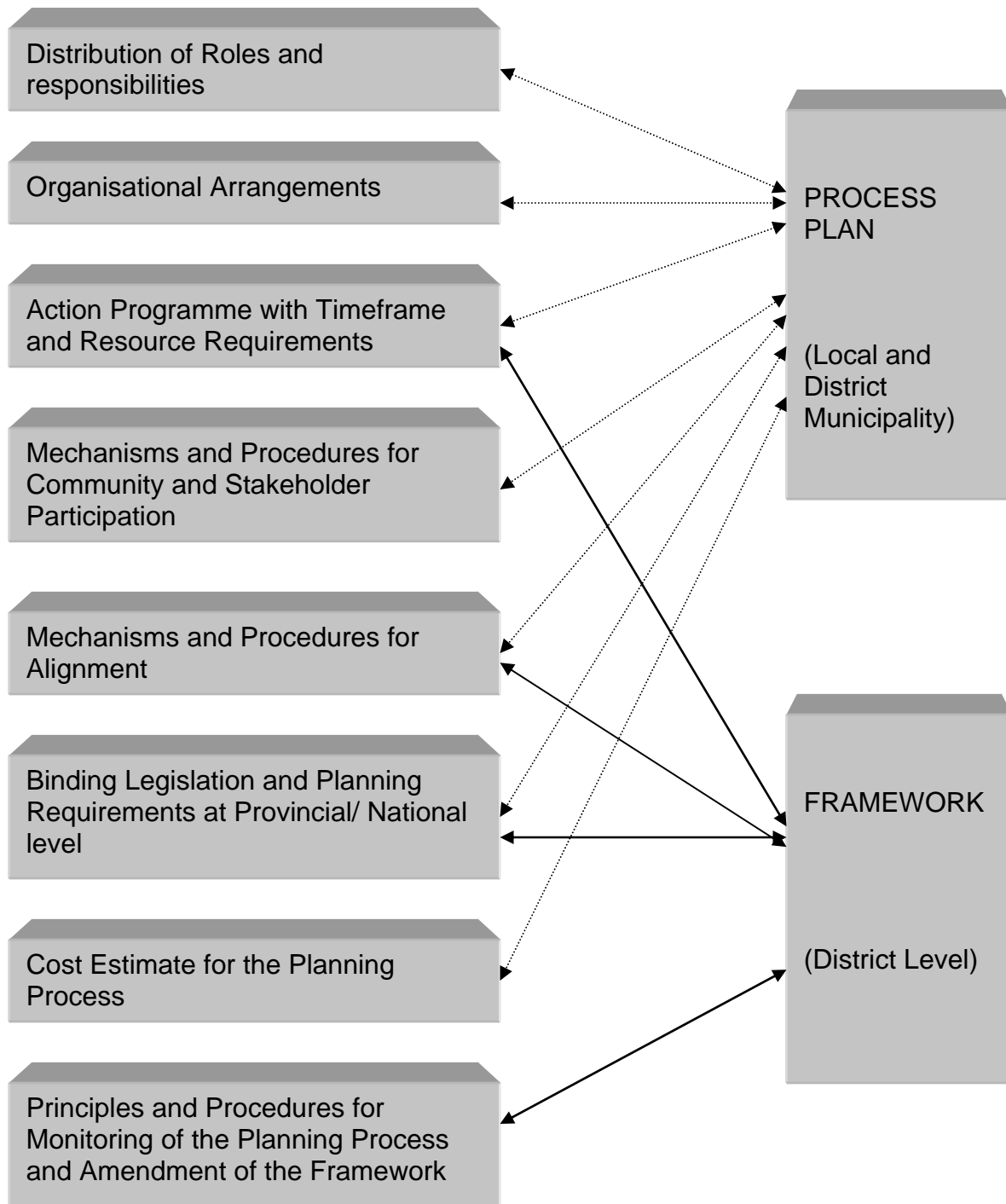
Chapter 5 of the Municipal Systems Act, No. 32 of 2000 requires that municipalities must develop an integrated development planning (IDP) to give effect to the objects of local government as set out in section 152 of the Constitution, give effect to its developmental duties as required by section 153 of the constitution and together with other organs of state contribute to the progressive realisation of the fundamental rights contained in section 24,25,26,27 and 29 of the Constitution.

The Act further requires that in terms of section 28(1, 2& 3) 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 IDP. The municipality must through appropriate mechanism, processes and procedures established in terms of Chapter 4, consult the local municipalities before adopting the process. Notice must be given to local community of particulars of the process it intends to follow. It is in this context that the Vhembe District Municipality is developing its IDP Process Plan and Framework which covers the following aspects:

- Distribution of roles and responsibilities
- Institutional arrangement for implementation
- Binding legislation and planning requirement
- Cost estimation for the planning process
- Action programme with timeframe

The Process Plan and Framework are two distinct documents which talk to each other. The Process Plan is a management tool for each municipality (local and district which helps with the management of the IDP process on a day-to-day basis. The Framework is a coordination tool for the district which helps ensure interrelated parallel planning processes at district level. Some sections of Process Plan and Framework are identical, others are only required in one of the two documents (compare diagram 1).

Diagram 1: IDP PROCESS PLAN AND FRAMEWORK



There are three interrelated chapters from both the Framework and Process Plan:

- The Action Programme,
- The alignment chapter, and
- The chapter on binding legislation and planning requirements.

2. DISTRIBUTION OF ROLES AND RESPONSIBILITIES

The IDP Process, being consultative and participatory in nature, necessitates specific roles and responsibilities for various structures within and outside the municipal jurisdiction. These integrated roles and responsibilities are compiled and applied throughout the process. The Municipal/IDP Manager will continuously ensure that the role players adhere to their performance roles throughout the process.

2.1 DISTRIBUTION OF ROLES AND RESPONSIBILITIES BETWEEN THE DISTRICT MUNICIPALITY AND EXTERNAL ROLE PLAYERS

2.1.1. Local Municipalities (District Development Planning Forum)

- ❖ Ensure that all local issues within the powers and functions of the District Municipality are considered during the planning process
- ❖ Ensure participation of key role players within the Municipality during the alignment/District-wide strategic planning events
- ❖ Ensure alignment of strategies, plans, and policies, i.e. Land Use Management, Spatial Development Framework, LED Strategy, and other plans across the district.
- ❖ Integrated Transport Planning in the Vhembe District Municipal jurisdiction.
- ❖ Ensure that development or reviews of IDP district are in line with regulations and pieces of legislations that govern Local Government
- ❖ Ensure alignment of government programmes.
- ❖ To assist each other on challenges facing the planning process.
- ❖ In collaboration with Trade Investment Limpopo (TIL), Limpopo Tourism and Parks Board (LTPB), facilitate the revival of investment and trade into the district.
- ❖ Enhance local competitiveness of the Vhembe District Municipality.
- ❖ To create a process in which public sector removes constraints to growth.
- ❖ To develop or facilitate conditions favourable to private sector investment and the development of Public Private Partnership

2.1.2. Provincial Government

- ❖ Ensure vertical alignment of the District IDP with Provincial PGDS
- ❖ Monitor the development and planning process
- ❖ Contribute relevant information of Provincial Sector Departments
- ❖ Contribute sector expertise and technical knowledge during the development of strategies and projects

2.1.3. Service Providers & Specialised Teams

- ❖ Contribute information on plans, programmes and budget during the planning process
- ❖ Conduct tasks as commissioned by Steering Committee on identified gaps and make recommendations to the Steering Committee
- ❖ Support the alignment procedures between the municipalities and other spheres of the government
- ❖ Provide technical expertise

2.1.4. District Wide Stakeholders Representation (IDP Rep Forum)

- ❖ Form a structure that links the District and representatives of the public
- ❖ Participate and take part in the decision making within the Representative Forums
- ❖ Analyse, discuss, and re-prioritise issues according to needs, affordability and sustainability
- ❖ Ensure that priority issues of their constituents are considered
- ❖ Ensure that business plans are based on the developed IDP
- ❖ Participate in the designing of reviewed project proposals
- ❖ Discuss and comment on the reviewed IDP.

2.2 DISTRIBUTION OF ROLES AND RESPONSIBILITIES WITHIN THE DISTRICT MUNICIPALITY

2.2.1. Council

- ❖ Decides on and adopt the Process Plan and Framework for the development of IDP
- ❖ Ensure that all relevant actors are involved
- ❖ Ensure that the planning process is undertaken in accordance with the agreed time frames
- ❖ Ensure that the planning process is focused on priority issues, and it is strategic and implementation orientated
- ❖ Ensure that Sector requirements are adhered to
- ❖ Adoption of the IDP Review Document

2.2.2. Executive Mayor/ Mayoral Committee

- ❖ Decides on the planning process
- ❖ Together with the Mayoral Committee, recommend to the Council the approval of reviewed IDP
- ❖ Table the District Framework and Process Plan to the Council for approval
- ❖ Table the final reviewed IDP to the Council for approval

2.2.3. Portfolio Committee Development & Planning Department

- ❖ Interrogates and consider IDP review drafts.
- ❖ Recommends approval by the Mayoral committee every draft of each phase during the IDP review process.

2.2.4. Municipal Manager / General Manager Development & Planning /IDP Manager

- ❖ Prepares a programme for the planning process: IDP Framework and Process Plan
- ❖ Undertake and be responsible for the overall management, co-ordination and monitoring of the planning process, ensuring that all relevant actors are appropriately involved
- ❖ Decides on different roles and responsibilities within the planning process
- ❖ Ensure efficient and effectively managed and organised planning process
- ❖ Be responsible for the day to day management of the planning process
- ❖ Ensure that alignment procedure and mechanisms are implemented
- ❖ Ensure that the planning process is participatory, strategic and implementation oriented, satisfying the sector plans and requirements
- ❖ Ensure that amendments are made to the draft IDP

2.2.5. Development and Planning Department

- ❖ Provide methodological guidance with regard to planning processes
- ❖ Documentation of outcomes of the planning process
- ❖ Prepare and organise all District IDP planning Workshops and meetings i.e. IDP Steering Committee, District Planning Forum, and IDP REP Forum meetings
- ❖ Assist in the facilitation of sector alignment

3. INSTITUTIONAL ARRANGEMENTS FOR THE IDP PROCESS AND IMPLEMENTATION

In order to manage the drafting of IDP outputs effectively, Vhembe District Municipality will institutionalise the participation process thereby giving affected parties access to contribute to the decision-making process. The following structures, linked to the internal organisational arrangements have therefore been established:

3. 1 IDP Steering Committee

3.1.1 Composition

IDP Steering Committee is chaired by the Municipal Manager, and composed as follows:

- ❖ General Managers,
- ❖ Senior Managers,
- ❖ Managers
- ❖ Projects Managers
- ❖ Technician (post level 4 &5)
- ❖ Professionals (post level 4 &5)
- ❖ Specialists/ Experts (post level 4 &5)
- ❖ PMU

3.1.2 Terms of Reference of the IDP Steering Committee

The following are some of the objectives of IDP Steering Committee:

- ❖ To provides terms of reference for the various planning activities
- ❖ Commissions researches and studies
- ❖ Considers and comments on the:
 - Inputs from sub-committee/s, study teams and consultants
 - Inputs from provincial sector departments and support providers
- ❖ Processes, summarises and documents outputs of meetings
- ❖ Makes content recommendations
- ❖ Prepares and facilitates meetings

3.2 VHEMBE DISTRICT DEVELOPMENT PLANNING FORUM

3.2.1 Composition

Vhembe District Development Planning Forum shall focus on intergovernmental development planning and facilitation within the context of the Intergovernmental Relations Framework Act, No 13 of 2005 between the district, local municipalities, state owned enterprises and the sector department in the district. District Development Planning Forum is chaired by Development & Planning General Manager, and composed of the following:

- ❖ The district and its four local municipalities
- ❖ Development and Planning Managers,
- ❖ LED Managers,
- ❖ IDP Managers
- ❖ Spatial Planners, Surveyors,
- ❖ Transport Planning Managers,

- ❖ GIS Managers from municipalities,
- ❖ University of Venda
- ❖ Madzivhandila Agricultural College
- ❖ Parastatals i.e. State owned enterprise
- ❖ Representatives from sector departments at planning sections
- ❖ And representatives from Traditional Leaders.

The DDPF as commonly known is coordinated by the Vhembe District Municipality Development & Planning Department. The District will again performs Secretariat function thus takes the responsibilities of convening meetings and recordings of the proceedings. The Collaboration between national, provincial, local government and private sector initiatives is enhanced. Vhembe District Development Planning Forum will have unrestricted access to official plans/ strategies of other department and parastatals for the purpose of planning process only..

3.2.2 Objectives

The objectives of District Development Planning Forum are amongst others the following:

- ❖ Integrating the planning and monitoring process across departments and municipalities and ensure shared outputs/ outcomes and alignment between the PGDS and the IDPs/ LEDs, ITP, WSDP, SDF and other sector plans of Municipalities;
- ❖ Moving away from working in silos by departments and municipalities to ensuring synergy/linkage between the IDP's, SDF and LED's of the municipalities and the PGDS;
- ❖ Co-ordinating of provincial and municipal development planning to facilitate coherent planning in the whole province; and
- ❖ Co-ordinating and alignment of the strategic and performance plans and priorities, objectives and strategies of sector departments and municipalities within the district.
- ❖ To ensure alignment of analysis information, strategies, plans and policy for example Land-use Management, Spatial Development Framework, LED Strategy, Integrated Transport Plan (ITP) and other plans across the district.
- ❖ To ensure holistic approach by both municipalities and sector departments in addressing service delivery and effectively utilization of budget.
- ❖ To ensure that development or reviews of IDP in the district are in line with regulations and Acts that govern local government.
- ❖ To ensure alignment of government programs.
- ❖ Ensure that municipalities and sector departments assist each other on challenges facing them and are related to planning.

- ❖ In collaboration with Trade and Investment Limpopo, Limpopo Tourism and Parks Board (LTPB), facilitate the revival of investment and trade into the district.
- ❖ To create a process in which public sector removes constraints that hinders development.
- ❖ To develop or create conditions favourable to private sector investment and the development of Public-Private Partnership.

3.2.3 Meetings

The Forum shall be required to meet quarterly and before Provincial Development Planning Forum in order to give opportunity to the district to prepare substantive report.

3.2.4 Terms of Reference of the District Development Planning Forum

The Forum shall seek to reach consensus and make recommendations on matters pertaining to development planning through existing clusters i.e. Economic, Social, and Governance and Administration.

The Forum shall therefore consider the following issues:

- ❖ The appropriate scope of development planning, including the relationships between spatial and non-spatial planning.
- ❖ The appropriate methods of setting and monitoring compliance with the general development planning principles and performance criteria and objectives for land development by district and local municipality.
- ❖ The appropriate levels and methods of public participation in the development planning activities at different levels of district structures.
- ❖ The integration of environmental management with the development planning activities at different levels of regional sector departments and municipalities.
- ❖ Policies and procedures relating to effective alignment of planning, programming and budgeting processes, within and between the various levels of government in order to promote effective development planning.
- ❖ Integrating and clustering of projects and alignment of provincial, district and local priorities and projects.
- ❖ Establishment of mechanisms aimed at aligning spatial choices around district spending across all sector departments and municipalities by mapping development potential and formulating principles for targeting development and spending.

- ❖ Facilitation of the establishment of a framework for an in-depth consultative district planning processes and local municipalities' IDP's and follow-up meetings for feed-back purposes.
- ❖ Ensuring intervention for the purpose of improving planning capacity
- ❖ Facilitation of coherent planning in the district.

3.3 IDP Representative Forum

3.3.1 Composition

Vhembe District Municipality IDP Representative Forum is chaired by The Executive Mayor and composed by the following Stakeholder's formations "inter alia:

- ❖ Vhembe District Municipality
- ❖ Local Municipalities i.e. Makhado, Musina, Thulamela and Mutale
- ❖ Governmental Departments i.e. (District, Provincial and National Sphere's representatives)
- ❖ Traditional leaders
- ❖ Organized business
- ❖ Women's organization
- ❖ Men's organisation
- ❖ Youth movements
- ❖ People with disability
- ❖ Advocacy Agents of unorganized groups
- ❖ Parastatals
- ❖ NGO's and CBO's
- ❖ Other service providers i.e. consultants and constructors
- ❖ Other Social Sectors and Strata
- ❖ UNIVEN
- ❖ Madzivhandila Agricultural College
- ❖ Further Education and Training (FET)
- ❖ Aged People's Forum
- ❖ Moral Regeneration
- ❖ Youth Council

For the purpose of managing IDP Rep Forum, members will be registered in terms of the provided application form

3.3.2 Objectives

The District Municipality and in this instance Vhembe District Municipality has an obligation in terms of chapter 4, of Municipal System Act No. 32 of 2000, to put in place systems, mechanisms and procedures of participation

Believing that as public representatives, services providers and stakeholders in development we have obligation to ensure that our communities effectively participate and play critical role in the planning process as well as providing inputs and feedbacks to their respective constituencies as required by the district process plan.

And further believing that the district municipality has an obligation to meet constitutional and legal mandate to undertake developmentally oriented planning as enshrined in chapter of the municipal system Act No. 32 of 2000 and meeting rights of citizens as enshrined in the constitution of the public Act no. 108 of 1996, section 23,24,25,26,27,29,152 and 153 respectively.

We therefore, acknowledge and abide to live by the terms of reference principles below to ensure an effective participation by our communities within the district in the IDP process

3.3.3 Meetings

- ❖ Meetings of the IDP Representatives Forum will be held in terms of the scheduled as attached in the process plan
- ❖ The ordinary meetings will be held as per scheduled in the process plan and as per purpose and dates outlined
- ❖ Special meetings of IDP Representatives Forum will be convened when need arises and during convenient time
- ❖ Both ordinary and special meetings of IDP Representatives Forum will be held at the venues determined by the IDP Steering Committee
- ❖ Date, Venue and Time of the meetings will be indicated on the invitations that will be issued to members regularly by IDP Steering Committee,
- ❖ Members of the IDP Representatives Forum will be registered, and encouraged to send same people as nominated by the organization in order to develop consistent flow of information, debates, resolutions and feedback
- ❖ Changes or withdrawal of delegate of an organization / structures / department from representation in the IDP Representative Forum will need re-application that further be considered by the IDP Steering Committee

- ❖ Invitations, Notices and Agenda's of IDP Representative Forum will be drafted, compiled and circulated to stakeholders by the secretariat not less than 7 working days before the meeting

3.3.4 Terms of Reference for the IDP Representative Forum

- ❖ Members of the IDP Representative Forum will be encouraged and urged to hold consultative and feedbacks meetings with the structures and constituencies they represent in order to get their inputs and communicate feedback reports from IDP Representatives Forum for Further mandate,
- ❖ All members of IDP Representative Forum will abide to democratic practices of meeting procedures enshrined on this TOR;
 - i. Members will be afforded speaking opportunity by raising of hand, being noted and recognized by the chairperson, and afforded chance to speak.
 - ii. Members will speak out in turn and on the guidance from the chairperson,
 - iii. Disruptive behaviours, howling, and heckling at speakers are not acceptable
- ❖ In terms of decision making the IDP Representative Forum decisions will be based on simple majority rule principle if need arises,
 - i. In case where dispute arises on decision of the IDP Representative Forum, the dispute will be referred to the IDP Steering Committee for technical scrutiny, and solution. Further referral will be made to the Executive Mayor and the Mayoral committee for assistance on the concerned dispute,
 - ii. The Executive Mayor will report to the IDP Representative Forum on the outcomes on dispute resolution and in case where the affected parties or party need appeal the matter will be referred to the Council.
 - iii. The Council will be the highest appeal and dispute resolution structure.

3.3.5 Offence and Sanctions

- 3.3.5.1 Violation of the Terms of Reference Principles and depending on the nature of the offence done can or / may lead to;

- 3.3.5.2 Reporting to the leadership and membership of the structure/organization that member is representing of such offence,
- 3.3.5.3 Recommending to the structure/organization that member is representing for replacement of such ill-discipline member by another discipline member who will abide by the TOR,
- 3.3.5.4 In case where sanctions are to be imposed as a result of violation of these principles;
- 3.3.5.5 IDP Representative will pronounce and record the sanction actions that will be intended to be imposed to the affected member,
- 3.3.5.6 The eventuality wherein (3.3.5.2 & 3.3.5.3) sanction is imposed on a member, the membership will be regarded as withdrawn provisionally pending remedial and redress actions by the affected member, upon which if there is redress within 14 days the membership will resume.

3.3.6 Amendment

These principles will only be amended by the majority decision of IDP Representative Forum.

3.4 IDP Clusters

Cluster meetings: composed of experts, officials, and professionals from all sphere of government will be the following: Economic, Social, and Governance and Administration Clusters.

3.4.1 Economic Cluster

The focus of the cluster will be to ensure that the district economic pillars are marketed and well developed in order to grow the economy of the district and create job opportunities. The Economic Pillars of the district are as follows:

- Manufacturing
- Agriculture
- Tourism
- Mining
- Retailing

- ❖ Department of Local Government and Housing (DLGH)
- ❖ Small Enterprise Development Agency (SEDA)

- ❖ South African Heritage Resources Agency (SAHRA)
- ❖ Tourism Associations
- ❖ Tourism Forums
- ❖ Farmer's Union
- ❖ DEDET (Enterprise Development, Tourism)
- ❖ Department of Agriculture (DA)
- ❖ LMs IDP Managers
- ❖ Development Planning Managers
- ❖ LED Managers
- ❖ Department of Road and Transport
- ❖ Community Development Workers (CDW's)
- ❖ Limdev
- ❖ LIBSA
- ❖ Trade and Investment Limpopo (TIL)
- ❖ Limpopo Tourism and Parks Board
- ❖ Labour Department
- ❖ Department of Public Works
- ❖ SANPARKS
- ❖ Department of Sports, Arts and Culture
- ❖ SARS (SMME Section)
- ❖ Tshikondeni Coal Mine
- ❖ Venetia Mine
- ❖ Farmers' Associations
- ❖ Forestry Forum
- ❖ Agriculture Forum
- ❖ Department of Health & Social Development

3.4.2 Social Cluster

- ❖ South African Social Security Agency (SASSA)
- ❖ Correctional Services
- ❖ Education Department
- ❖ Departments of Labour,
- ❖ Office of the Premier,
- ❖ Government Communication and Information System (GCIS)
- ❖ LMs Communication Manger,
- ❖ LMs Municipal Managers,
- ❖ Planners
- ❖ Community Development Worker (CDWs),
- ❖ Mayors,
- ❖ LMs Chief Financial Officer (C.F.O),
- ❖ LMs Corporate Services Managers,
- ❖ LMs Legal Services Managers
- ❖ Roads Agency Limpopo (RAL)
- ❖ South African National Road Limited (SANRAL)

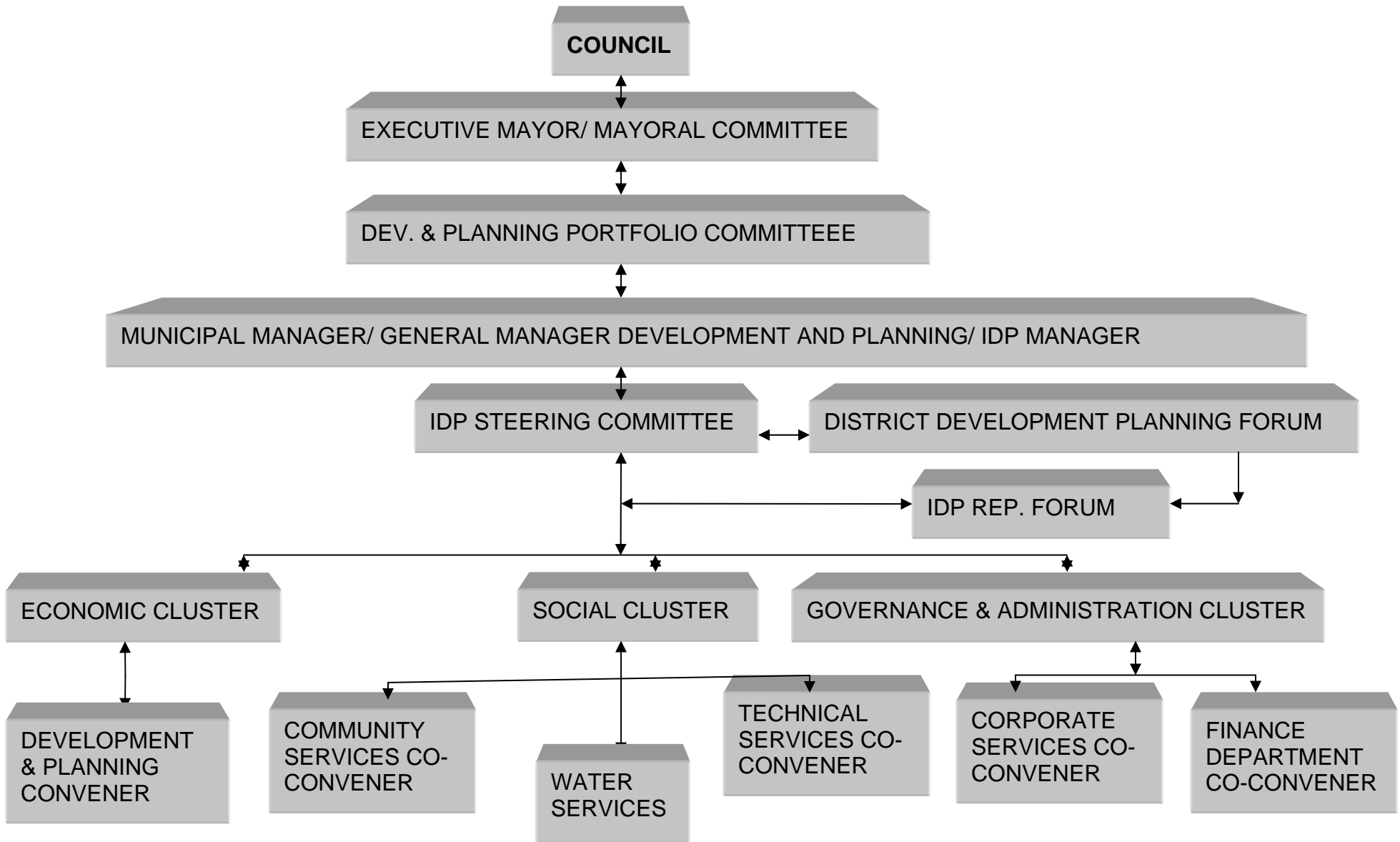
- ❖ Department of Water Affairs (DWAF)
- ❖ ESKOM
- ❖ Department of Sports, Arts and Culture
- ❖ SA Post Office
- ❖ Department of Minerals and Energy (DME)
- ❖ South African Heritage Resources Agency (SAHRA)
- ❖ Community Development Workers (CDWs)
- ❖ Environmental Health Practitioners (EHP)
- ❖ South African Police Services (SAPS)
- ❖ Hospitals CEO's
- ❖ Department of Roads and Transport
- ❖ Department of Public works
- ❖ Department of Environment and Tourism (DEAT)
- ❖ Department of Safety, Security and Liaison
- ❖ LMs Technical Services and Engineers
- ❖ Health and Social Department
- ❖ DEDET (Regulatory Services, Waste and Pollution Management, Community Environment Development, Environmental Impact Management and Biodiversity Management)

3.4.3 Governance and Administration Cluster

The Governance and Administration Cluster shall be constituted by government departments and will reflect partnership of private sector, provincial and local government and organised labour representatives in the Vhembe jurisdiction for proper coordination of projects. The Cluster shall be bound by the provisions of Intergovernmental Relations Framework Act, No 13 of 2005 with the main objective of promoting cooperative governance.

- ❖ Union/SAMWU & IMATU
- ❖ Labour Department,
- ❖ Office of the Premier,
- ❖ GCIS,
- ❖ LMs Communication Managers,
- ❖ LMs Municipal Managers,
- ❖ CDWs,
- ❖ Mayors,
- ❖ DM/LMs C.F.O,
- ❖ LMs Corporate Services Managers,
- ❖ LMs Legal Services Managers

Diagram 3.1: VHEMBE DISTRICT MUNICIPALITY PLANNING INSTITUTIONAL ARRANGEMENT



4. ACTION PROGRAMME WITH TIME-FRAME

FIRST QUARTER JULY- SEPTEMBER 2008				
ANALYSIS PHASE				
PLANNING ACTIVITY	TASK	RESPONSIBLE PERSON	PARTICIPANTS	TIME-SCHEDULE
1/0 Re-launching of District Development Planning Forum	An agreement on Framework and Process Plan with local municipalities	VDM Development and Planning Department	District Development Planning Forum	31 July – 30 September 2009
1/1 Re-launching of Steering committee	Convening 1 st Steering committee meeting	Steering Committee	Steering Committee	
1/2 Compilation of existing information	Identification of gaps (disparities/inequalities & collection of information)	Steering Committee	Steering Committee Sector Departments	
1/3 Community and stakeholder level analysis	Analysing inputs from community & stakeholders	Steering Committee	Steering Committee Sector Departments	
1/4 Municipal wide analysis	Identification & analysis of gaps within municipal wide issues	Steering Committee	Steering Committee	
1/5 Spatial analysis	Identification & analysis	Steering Committee	Steering Committee Local Town Planners	
1/6 Socio-economic analysis, (Gender-specific)	Identification & analysis of socio-economic issues	Steering Committee	Steering Committee Sector Departments Specialists	
1/7 Re-launching of IDP Rep. Forum	Convening 1 st IDP Rep. Forum	Steering Committee	Rep. Forum	

FIRST QUARTER JULY- SEPTEMBER 2008

ANALYSIS PHASE				
PLANNING ACTIVITY	TASK	RESPONSIBLE PERSON	PARTICIPANTS	TIME-SCHEDULE
1/8 Reconciling existing information	Reconciling activities 1/2 & 1/3	Steering Committee	Rep. Forum	31 July – 30 September 2009
1/9 Formulation of Municipal priority issues	Review the Municipal priority issues	Steering Committee	Representative Forum	
1/10 In-depth analysis of priority issues	In-depth analysis of reviewed priority issues	Steering Committee	Steering Committee Sector Departments	
1/11 In-depth analysis of priority issues: sector specific guidelines and programmes	In-depth analysis of reviewed sector specific issues	Steering Committee	Steering Committee Sector Departments	
1/12 Consolidation of analysis results	Compiling summary reports for each priority issues to align with the mission ,vision & strategic objectives of the district for the next five years	Steering Committee	Steering Committee Sector Departments	

SECOND QUARTER OCTOBER – DECEMBER 2009

STRATEGIES PHASE				
PLANNING ACTIVITY	TASK	RESPONSIBLE PERSON	PARTICIPANTS	TIME-SCHEDULE
2/1 Vision	Reviewing the vision	Steering Committee	Representative Forum	27 October – 15 December 2009
2/2 Working objectives	Reviewing the objectives	Steering Committee	Representative Forum	
2/3 Organising District level strategy workshop	Organising District Municipality level strategy Workshop	Steering Committee	Representative Forum	
2/4 Deciding on alternatives	Making choices on viable strategies	Steering Committee	Representative Forum	
2/5 Localised strategic guidelines	Reviewing localised strategic guidelines	Steering Committee	Steering Committee, and Specialists	
2/6 Financial strategy	Refining resource frames & redesigning financial strategies	C.F.O	Steering Committee and Specialists	
2/7 Creating strategic alternatives	Developing strategic alternatives	Steering Committee	District Planning Forum & Specialists	
2/8 Linking District strategies with local municipal strategy	Translating District-wide strategies into local and district projects	Steering Committee	District Planning Forum & specialists	

THIRD QUARTER JANUARY- MARCH 2010

PROJECT PHASE				
PLANNING ACTIVITY	TASK	RESPONSIBLE PERSON	PARTICIPANTS	TIME-SCHEDULE
3/1 Clusters	Reviewing & redesigning terms of references	Steering Committee	Steering Committee District Planning Forum	23 January – 16 March 2010
3/2 Establishing Preliminary Budget allocations	To ensure a link between proposed projects and available resources	Steering Committee	Steering Committee Sector Specialist	
3/3 Reviewing Project Proposals	Reviewing project proposals	Steering Committee	Steering Committee Clusters	
3/4 3/5 Target group participation in Project Planning	Ensuring that the proposed projects meet the expectations of the targeted groups	Steering Committee	Steering Committee, Clusters, Target Groups	
3/6 Involvement of project partners	To ensure that project proposals are linked to Sector/Corporate specific guidelines	Steering Committee	Steering Committee Corporate Service Providers Sector specialists	
3/7 Setting indicators for objectives	To illustrate the impact of the project on the targeted groups	Steering Committee Development and Planning Department	Steering Committee Clusters	
3/8 Project Output/Target/ Locations	To provide a basis for a viable management tool	Steering Committee Development and Planning Department	Steering Committee Clusters	
3/9 major activities/Timing/	To provide a basis for a viable management tool	Steering Committee Development and	Steering Committee Clusters	

THIRD QUARTER JANUARY- MARCH 2010				
PROJECT PHASE				
PLANNING ACTIVITY	TASK	RESPONSIBLE PERSON	PARTICIPANTS	TIME-SCHEDULE
responsible agencies		Planning Department		23 January – 16 March 2010
3/10 Cost/Budget Estimates/Sources Finance	To provide a basis for a viable management tool of	Steering Committee Development and Planning Department	Steering Committee Clusters	

THIRD QUARTER JANUARY- MARCH 2010				
INTEGRATION PHASE				
PLANNING ACTIVITY	TASK	RESPONSIBLE PERSON	PARTICIPANTS	TIME-SCHEDULE
4/1 Screening of draft project proposals	Checking project compliance with priority issues & strategies	Steering Committee	Representative Forum	23 January – 16 March 2010
4/2 Integrating projects and programmes	To ensure a holistic approach to develop projects	Steering Committee	Steering Committee Sector Specialists	
4/3 (5) Year Financial Plan	To create MTFF for planning budget link	C.F.O	Steering Committee	
4/4 (5) year Capital Investment Plan	To inform the municipal budget	C.F.O	Steering Committee	
4/5 Integrated Spatial Development Framework	To create a framework for integrated land-use management	Steering Committee	Steering Committee Local Town Planners	

THIRD QUARTER JANUARY- MARCH 2010				
INTEGRATION PHASE				
PLANNING ACTIVITY	TASK	RESPONSIBLE PERSON	PARTICIPANTS	TIME-SCHEDULE
4/6 Integrated LED Programme	To ensure that the IDP is focused on poverty reduction and gender equity	General Manager: Development & Planning	Steering Committee Interest Groups	23 January – 16 March 2010
4/7 Integrated Poverty Reduction Programme	To ensure that the IDP is focused on poverty reduction and gender equity	General Manager: Development & Planning	Steering Committee Advocates of marginalized groupings	
4/8 Integrated Environmental Programme	To ensure that proposed projects do not impact negatively on environment	General Manager: Development & Planning	Steering Committee Environment Specialists	
4/9 Integrated Institutional Programme	To ensure institutional transformation & integrated management systems	Municipal Manager	Steering Committee	
4/10 Performance Management indicators	Setting KPIs	Municipal Manager	Steering Committee	
4/11 Providing opportunity for comments from the public	To check compliance of the IDP and the public priorities	Steering Committee	Representative Forum	
4/12 Incorporating comments	To incorporate identified gaps into the IDP	Steering Committee	Representative Forum	

FOURTH QUARTER APRIL- JUNE 2010

APPROVAL PHASE

PLANNING ACTIVITY	TASK	RESPONSIBLE PERSON	PARTICIPANTS	TIME-SCHEDULE
5/1 Providing opportunity for comments from Sector Department	Integrating Plans and Programmes in compliance with Sector Guidelines	Steering Committee	Steering Committee Sector Specialists	29 April – June 2010
5/2 District-level Workshop for horizontal co-ordination	To align the District and local municipalities IDPs	Steering Committee	District Planning Forum	
5/3 Publishing 2009/10 IDP draft document	Advertise IDP document for public inputs, comments and suggestion (21 Days)	Steering Committee	IDP Stakeholders	
5/4 Final adoption by Council	To adopt the 2009/10 IDP document, as a legal binding document	Municipal Manager	Vhembe District Municipality Council	

5. MECHANISMS AND PROCEDURES FOR PUBLIC PARTICIPATION

Public Participation has become one of the key features of developmental government. This aspect has been entrenched in the Constitution of the country and Chapter 4 of the Municipal System Act, which then becomes a legislative requirement. Participation of affected and interested parties ensures that the IDP addresses real issues that are experienced by communities within the District. Participation of the public in Local Government matters takes place through a structured manner hence the establishment of the IDP Representative Forum. A review of existing representatives will be made in order to involve stakeholders that were not included during the initial stage of planning process.

At the District level, participation will be restricted to local municipalities, Provincial and National Sector Departments, representatives of marginalized groupings and organised stakeholders. Like during the planning process, the local municipalities will be responsible for arrangements and major link between the municipal government and communities, while continuous meetings to discuss their progress are held as District Development Planning Forum.

In order to minimise the costs and participation fatigue, the District Municipality will phase in participation of different stakeholders at various levels of planning without compromising the element of accountability. Each Representative Forum will be held during office hours at a venue arranged by the District. No transport will be arranged for participants. Participants will still be allowed in all local languages. Minutes of the previous meeting will be sent to participants when inviting them for another meeting. The draft IDP documents will be available to all communities and stakeholders for comments during IDP Rep. forum meetings.

ACTIVITIES AND MECHANISMS FOR PARTICIPATION PER IDP PLANNING PHASE

PLANNING PHASES	ACTIVITIES	MECHANISM
Preparation Phase	➤ Inputs into the Process Plan & Framework for IDP Review	➤ Workshop ➤ Meetings
Analysis	➤ To participate in identification of gaps ➤ To ensure that identified gaps are in line with developmental issues	➤ Workshop ➤ Meetings ➤ Working session
Strategies & developmental objectives	➤ Ensure that developmental objectives are realistic ➤ Ensure that reviewed strategies are in line with the Localised Strategic Guidelines ➤ To ensure that developed reviewed strategies are in line with	➤ Workshop , meetings and working session

	developmental priorities ➤ Participate in discussions to formulate and adopt alternatives	
Projects	➤ Discussion on developed project proposals	➤ Workshop, meetings and working session
Integration	Integration all developed activities & programmes	➤ Working session and meetings
Approval	➤ Comments	➤ Council meetings

7. MECHANISMS AND PROCEDURES FOR ALIGNMENT

Alignment within the planning process, serves as an instrument to synthesize and integrate the top-down and bottom-up planning process between different spheres of government. It should therefore be established and maintained between local and district municipalities and all parties involved, as well as other spheres of the government. It is the responsibility of Vhembe District Municipality to ensure effective procedures for both vertical and horizontal alignment within the planning process, in order to maximise co-ordinated and holistic delivery of services that are in line with national and provincial policies and strategies, as well as for proper allocation of departmental budgets and grants.

Horizontal alignment will take place through the Vhembe District Development Planning Forum meetings consisting of Local municipalities and District IDP Steering Committee. Different officials from the four local municipalities and the District will align as and when the IDP planning process activities necessitates, for instance, alignment of spatial issues by all Municipal Town Planners within the District. Vertical Alignment will take place through the Cluster Committees and District IDP Representative Forum, as well as bilateral communications between sector Departments and the District.

MECHANISMS AND PROCEDURES FOR ALIGNMENT PER IDP PHASE

IDP PHASES	Time-Frame	Alignment Activity	Local Municipality/District	Local Govt/other spheres	Mechanisms
ANALYSIS	First Quarter	Identification of gaps & collection of information	*	*	Workshops/ Meetings
		Analysing inputs from community & stakeholder	*	*	
		Municipal wide analysis	*		
		Spatial analysis	*		
		Socio-economic analysis (Gender specifics)	*	*	
		Reconciling existing	*	*	

IDP PHASES	Time-Frame	Alignment Activity	Local Municipality/ District	Local Govt/ other spheres	Mechanisms
		information 1/2 -1/6			
		Formulation or aggregating of municipal priority issues	*	*	
		In-depth analysis	*	*	
		Consolidation of analysis result	*	*	
STRATEGIC	Second Quarter	Confirmation of development vision and objectives	*		Workshops/ Meetings
		District level strategy workshop	*		
		Localised strategic guidelines	*		
		Financial strategy	*		
		Creating strategic alternatives	*		
		Linking district strategies with local municipalities	*		
PROJECT	Third Quarter	Clusters	*		Workshops/ Meetings
		Establishing preliminary budget allocation	*		
		Reviewing project proposals	*		
		Target groups participation in project planning	*		
		Involvement of project partners	*	*	
		Setting indicators for objectives	*		
		Project out-put/ target/ location	*		
		Develop projects in terms of their cost/ budget/ sources of finance	*		
INTEGRATION	Third Quarter	Screening of draft project proposals	*	*	Workshops/ Meetings
		Integrating projects and programmes	*	*	
		5 year Financial Plan	*		

IDP PHASES	Time-Frame	Alignment Activity	Local Municipality/District	Local Govt/other spheres	Mechanisms
		5 year Capital Investment Plan	*		
		Integrated Spatial Development Framework	*		
		Integrated LED Programme/ Plan	*	*	
		Integrated Poverty Reduction Programme	*	*	
		Integrated Environmental Programme	*	*	
		Integrated Institutional Programme	*		
		Performance Management indicators	*		
APPROVAL	Fourth Quarter	District level workshop for horizontal coordination	*		Workshops/ Meetings
		Providing an opportunity for comments from the public	*		
		Incorporating comments	*		

NB. * (Star): indicate type of alignment

7. BINDING LEGISLATIONS AND PLANNING REQUIREMENTS

The IDP requires that the municipal planning process be in line with the National and Provincial Legislation as well as policies, programmes and strategies which will in turn be able to inform annual budget allocations. National Acts and Policies further require local governments to produce certain Integrated Sector Plans which complement the IDP, thereby avoiding unnecessary duplication. This necessitates a more co-ordinated and integrated information sharing and dissemination between both specific sector Departments and municipalities.

Table 7.1: Legislation

LEGISLATIONS	RESPONSIBLE DEPARTMENT	SUBJECT MATTER	RESPONSIBILITY	APPROVAL
Development Facilitation Act, 1995 (Act No. 67 of 1995)	Department of Land Affairs	<ul style="list-style-type: none"> • Land development Objectives • Spatial development • Spatial integration • Sustainability • Bulk infrastructure planning • Settlement density • Land use control • Development strategies • Administrative structures 	Municipalities	Municipalities & MEC
Municipal Systems Act (No. 32 of 2000)	Department of Provincial & Local Government	<ul style="list-style-type: none"> • Integrated Development Plans • Strategic Planning • Multi-Sectoral planning, co-ordination & alignment 	Municipalities	Municipalities MEC Local Government may require amendment to IDP
Water Services Act, 1997 (Act. No. 108 of 1997)	Department of Water Affairs and Forestry	Water Services Plan	Water Services Authorities/	Water Services Authorities

LEGISLATIONS	RESPONSIBLE DEPARTMENT	SUBJECT MATTER	RESPONSIBILITY	APPROVAL
		<ul style="list-style-type: none"> Provision and delivery of water services 	Municipalities	
National Land Transport Transition Act (Act No. 22 of 2000)	Department of Transport	Transport plans <ul style="list-style-type: none"> Operating Licence Strategy (OLS) Current Public Transport Record (CPTR) Public Transport Plan (PTP) Integrated Transport Plan (ITP) 	Transport Authorities/ Municipalities	Transport Authorities / Municipalities
Municipal Structures Act, 1998 (Act No. 117 of 1998)	Department of Provincial and Local Government	Municipal establishment and determination of powers and functions of municipalities	Municipalities	N/A
National Environmental Management Act (Act No. 107 of 1998)	Department of Environmental Affairs and Tourism, LEDET	<ul style="list-style-type: none"> Environmental Management Plans Environmental Principles Environmental Implementation and Management Plans 	Certain national departments and each province	Relevant Department or Province
National Land Use Management Bill	National Department of Land Affairs	<ul style="list-style-type: none"> Spatial Framework Land Use Management Plans 	Province Municipalities	DLA Province

LEGISLATIONS	RESPONSIBLE DEPARTMENT	SUBJECT MATTER	RESPONSIBILITY	APPROVAL
Public Finance Management Act (Act No. 1 of 1999) & Treasury Regulations	National Treasury	Economic, efficient & effective management of public finances transferred from National or Province to Municipalities through sound accounting and internal control system	Municipalities	National and Provincial Treasury
Municipal Finance Management Act	National Treasury	<ul style="list-style-type: none"> Economic, efficient and effective management of municipal finances through sound accounting and internal control systems Service Delivery & Budget implementation Plan (SDBIP) 	Municipalities	Municipal manager MEC Local Government
Administrative Justice Act (Act No. 3 of 2000)	Department of Justice	Fair administrative procedures	Municipalities	N/A
Promotion of Access to information Act	Department of Justice	Freedom of access to public information	Municipalities	N/A

Table 7.2: Policies - Development Planning

POLICIES	RESPONSIBLE DEPARTMENT	SUBJECT MATTER
Reconstruction & Development Programme	Presidents office	Development planning and service delivery Local economic development
Accelerated Shared Growth initiative Of South Africa (ASGISA)	Deputy President's Office	Accelerate economic growth by improving infrastructure which enables service delivery. Sharing the market with the second economy.
Growth, Employment & Redistribution Strategy (GEAR)	Presidents office	A (macro-economic) strategy for rebuilding and restructuring the economy Contents include fiscal policy; monetary and exchange rate policy; trade, industrial and small enterprise policies; social and sectoral policies; public investment and small enterprise policies; public investment and asset restructuring; empowerment wages and training; and policy co-ordination.
Integrated Sustainable Rural Development Strategy (ISRDS)	Presidents office	The ISRDS is designed to realise a vision that will attain socially cohesive rural communities with viable institutions, sustainable economies and universal access to social amenities, able to attract and retain a skilled and knowledgeable people, who are equipped to contribute to growth and development
Urban Development Framework	Department of Housing	Seeks to accommodate the growth and job creation orientation of GEAR with the more redistributive and people development orientation of the RDP. It does so through the accommodation of the need to stimulate local economic development and enhanced global competitiveness of South African cities.
Rural Development Framework (RDF)	Department of Land Affairs	The RDF asserts a powerful poverty focus. It describes how government working with rural people aims to achieve a rapid and sustained reduction in rural poverty.

POLICIES	RESPONSIBLE DEPARTMENT	SUBJECT MATTER
Local Agenda (LA 21)	Department of Economic Development, Environment and Tourism (DEDET)	<p>Blueprint for sustainable Development Delivering basic environmental, social and economic services</p> <p>Local level planning</p> <p>Sustainable development of local urban and settlement communities.</p>
Provincial Growth & Development strategy (PGDS)	Premiers office	A 2020 vision to create a dynamic, peaceful, secure, prosperous, healthy, educated, democratic, attractive and competitive.
Accelerated Shared Growth initiative Of South Africa (ASGISA)	Deputy President's Office	Bridging the gap between the first and the second economy, through improved capital infrastructure and transportation network. By also utilising the current skill base that the country has in and abroad our shores.

PROVINCIAL DEPARTMENT STRATEGIES

1. Limpopo Province Spatial Rationale
2. Limpopo Province Growth and Development Strategy
3. Limpopo Tourism Strategy
4. Limpopo LED Framework

8. BUDGET FOR THE PLANNING PROCESS

The cost estimations during Review Process will depend on the level and extent of gaps and the quality of information accessed to fill those gaps. Like during the planning process, it also depends on the expertise needed to amend strategies and review projects and programmes. The following costs will be incurred:

- Capacity Building Programme = R 285 000-00
- IDP Review Costs = R600 000-00
- Advertisements = R206 649-00
- Telephone = R 250 000-00
- Consultants Fees = R 3.4m

TOTAL COSTS = R 4 741 649-00

8.1 PROCESS PLAN BUDGET FOR THE 2009/2010 FINANCIAL YEAR

ACTIVITY	TIME FRAME	Responsibility
Tabling of Budget Process and IDP Process Plan Time Schedule to Council	26 th Aug 2009	The Executive Mayor
Issuing of Detailed Financial Planning and IDP Review Guidelines	27 th Oct 2009	Finance Department & Dev Planning
Submissions of Departmental business plans, Personnel needs and costs to finance department for inclusion in a line item budget which provides for 3 year budgeting	17 th November 2009	All Departments
Departmental Budget hearings	8 th – 11 th December 2009	Finance & All Departments
Submission of IDP Projects to Finance Department	16 th December 2010	Development Planning
Determine allocations for IDP projects	23 rd February 2010	Finance Department
Finalization of detailed draft Budget	26 th February 2010	Finance Department

Submission of Draft Multi year budget to Finance Portfolio Committee	11 th March 2010	Chief Financial Officer
Tabling of Draft Multi year budget to Council	25 th March 2010	The Executive Mayor
Submission of Draft Multi year budget to National, Provincial Treasury and Department of Local Government	3 rd April 2010	Chief Financial Officer
Public Participation and Consultation Process	6 th – 09 th April 2010	The Executive Mayor
Finalisation of Multi year budget	30 th April 2010	Finance Department
Submission of Final Draft Multi year budget to Finance Portfolio Committee	19 th May 2010	Chief Financial Officer
Approval of Multi year Budget and IDP by Council	27 th May 2010	Council
Submission of Approved Multi year budget to National, Provincial Treasury and Department of Local Government	4th June 2010	Finance Department
Preparation of and Approval of SDBIP	16 th June 2010	Municipal Manager
Submission of Approval IDP to MEC for Local Government, NT and PT	4 th June 2010	CFO
Approval of Service Delivery and Budget Implementation Plan	27 th June 2010	Executive Mayor
Approval and signing of Performance agreement	27 th June 2010	Executive Mayor, Municipal Manager And S57 Manager

11. CONCLUSION

This Process Plan, as being part of the IDP planning preparation phase ensures that the role players within the process are well prepared. All activities outlined within this document have been prepared in close alignment with the Framework that governs both the District and all local municipalities. This Process Plan, prepared in consultation with the relevant stakeholders will, after finally adopted by the District Council followed throughout the planning process of crafting 2010/11 IDP Review.

The Process Plan is required to be adopted or approved by the Council. Upon adoption by the Council the Process Plan become Resolution, subsequently a Council policy. A Council Resolution becomes obligatory to all officials to implement and of which failure to do that constitutes violation of the policy.

Any person who anticipates changing this policy document arrangement or its activity plan must first seek exemption from the Executive Mayor and the Municipal Manager. Such exemption should be requested in writing from the Executive Mayor and Municipal Manager within seven working days. Any official who violate this policy without having firstly apply for exemption shall be liable for his or her actions. Only the Council is conferred with the powers to amend and change this IDP Process Plan.

ANNEXURE A: VHEMBE DISTRICT MUNICIPALITY 2009/10 IDP PROCESS PLAN MEETINGS ROSTER

Strategic Meetings	Transport Forum	Agriculture Forum	Tourism Forum	SMMIE Forum	Forestry Forum	GIS Forum	Land Forum	Community Services Forum	Health Council	AIDS Council	AIDS Technical Committee	Waste Management Forum	Food Control Committee	Crime Management Forum	District Sports Council	Disaster Advisory Committee	Technical Managers Forum	PMU meeting	District Energy forum	District Sanitation Forum	Operation & Maintenance Forum	Youth, Senior citizen, Gender, Children Council	ICT Forum	C.F.O Forum	IDP Steering Committee	IDP Cluster meetings	District Dev Planning Forum	IDP Rep Forum	IDP/Budget Cons. Forum	Local Labour Forum	Management meetings	Portfolio Committee	Mayoral Committee	Council	Inter-Gov. Relations		MBZOS
																																			Technical	Mayors Forum	
DATES																																					
FIRST QUARTER														JULY - SEPTEMBER 2009																							
JUL. 2009	-	-	-	24	-	-	28	03	-	-	08	15	-	14	16	15	02	21,28	08	16	30	11,24	02	-	31	-	-	-	-	06,13,20,27	14	23	-	-	-	25	
AUG. 2009	19	-	06	-	28	-	-	-	11	-	-	-	-	20	-	-	04	21,28	05	13	19	06,28	06	05	25	07-12	14	-	-	04	03,10,17,24,31	13	18	26	20	27	-
SEP. 2009	-	29	-	--	-	11	-	-	-	14	-	10	18	08	-	-	03	15,29	09	16	25	11,25	03	-	22	-	-	04	-	08	07,14,21,28	10	23	-	-	-	-
SECOND QUARTER														OCTOBER - DECEMBER 2009																							
OCT. 2009	-	-	-	-	-	01	02	-	-	20	22	-	28	29	21	08	20,29	14	15	28	02,16,23	08	-	27	05-07	-	-	-	06	05,12,19,26	13	22	-	-	-	30	
NOV. 2009	26	-	12	-	20	06	-	-	-	-	18	-	11	-	-	12	13,27	18	19	20	27	12	18	24	-	-	-	10	2,9,16,23,30	11	17	25	19	26	-		
DEC. 2009	-	09	-	-	-	-	-	09	06	-	14	10	03	-	-	03	-	-	10	09	01	03	-	15	-	13	04	-	08	07,14	02	10	-	-	-	-	
THIRD QUARTER														JANUARY - MARCH 2010																							
JAN 2010	--	-	-	-	-	08	-	-	-	08	06	-	12	-	07	19	19,27	28	14	12	12,22	28	-	-	13-15	-	-	-	05	04,11,18,25	07	14	21	-	-	-	
FEB. 2010	24	-	-	05	17	-	16	05	26	18	-	11	-	-	25	-	10	16,26	11	18	11	19,26	04	05	23	-	12	-	-	02	1,8,15,22	09	18	-	-	-	27
MARCH 2010	-	18	24	-	-	-	-	-	-	-	10	15	-	-	-	03	16,24	18	18	18	19	04	-	16	29-31	-	05	-	02	1,8,15,22,29	11	17	25	12	19	-	
FOURTH QUARTER														APRIL - JUNE 2010																							
APRIL 2010	-	-	23	-	-	13	-	02	13	-	22	-	-	-	-	07	20,26	15	15	23	23,24,25	15	-	29	-	16	-	06-09	13	5,12,19,26	17	22	-	-	-	-	
MAY 2010	27	-	-	05	26	-	18	-	-	28	19	-	13	-	20	26	06	19,26	13	13	27	28	06	04	25	-	-	07	-	13	3,10,17,24,31	11	19	27	12	21	14
JUNE 2010	-	10	-	-	-	-	-	-	-	-	14	-	-	-	-	02	22,16	10	17	10	04,11	03	-	-	-	-	-	-	22	07,14,21,28	11	17	-	-	-	-	

LOCAL MUNICIPALITIES 2009/10 IDP PROCESS PLAN MEETING ROSTER

DATES - (MONTHS & YEARS)	Makhado Municipality		Musina Municipality		Mutale Municipality		Thulamela Municipality	
	Steering Comm.	IDP Rep. Forum	Steering Comm.	IDP Rep. Forum.	Steering Comm.	IDP Rep. Forum	Steering Comm.	IDP Rep. Forum.
FIRST QUARTER JULY - SEPTEMBER 2009								
JUL. 2009	30				21			
AUG 2009	13 & 27	28	13	20	19		15	
SEPT. 2009	25		03	17	22	15	24	30
SECOND QUARTER OCTOBER- DECEMBER 2009								
OCT. 2008	22	17	15		16	23	31	
NOV. 2009	26		19	05	20		21	28
DEC. 2009							10	15
THIRD QUARTER JANUARY – MARCH 2010								
JAN. 2009	07 & 21		15		15	22	16	
FEB. 2010	25	20	12	04	05	19		
MARCH 2010	11 & 25		18		12	26	06	13
FOURTH QUARTER APRIL – JUNE 2010								
APRIL 2010	22				23			
MAY 2010	13 & 27	14			21	14	08	15
JUNE 2010					25			