

VHEMBE DISTRICT MUNICIPALITY



2020/21 IDP Framework

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1. INTRODUCTION

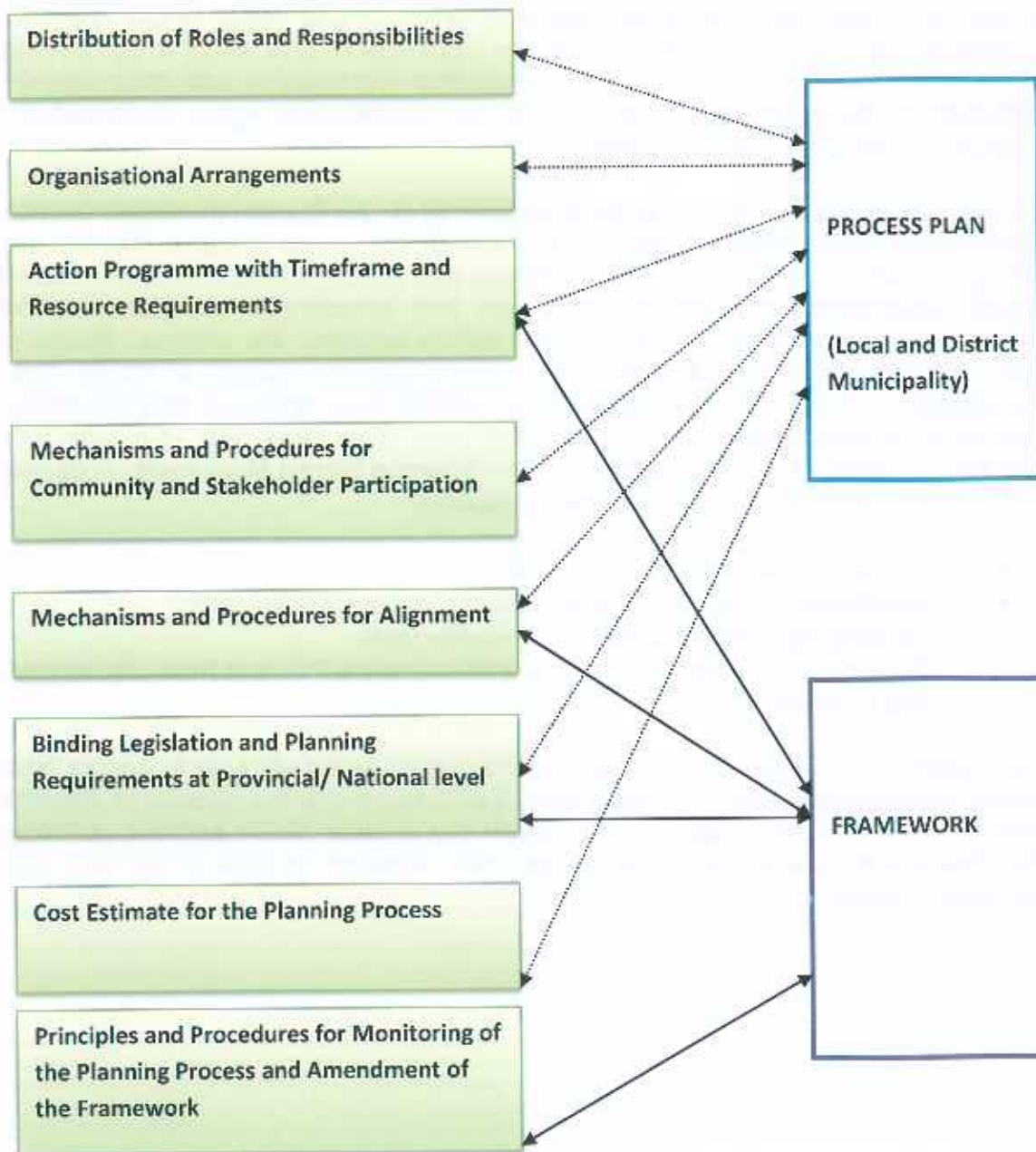
Chapter 5 of the Municipal Systems Act, No. 32 of 2000 requires that municipalities must develop an integrated development planning (IDP) to give effect to the objects of local government as set out in section 152 of the Constitution, give effect to its developmental duties as required by section 153 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. The district municipality is charged with responsibility of drafting the Framework and has to be agreed upon by local municipalities. It has to be used to by all municipalities as a basis for drafting their Process Plan. It is in this context that the Vhembe District Municipality is developing its IDP Framework which covers the following aspects:

- Action programme with timeframe
- Mechanisms and Procedures for alignment and consultation
- Binding legislation and planning requirements
- Principles and Procedures for monitoring of the Process Plan and amendment of the Framework

The Framework is a coordination tool for the district which will help to ensure interrelated parallel planning processes at district level. It will ensure that the process of district IDP and local IDPs are mutually linked and can inform one another. 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. ACTION PROGRAMME WITH TIME-FRAME

PLANNING STRUCTURES	TASK	MECHANISM	RESPONSIBLE DEPARTMENT	PARTICIPANTS	TIME SCHEDULE
0. PRE PLANNING PHASE					
0/1 (a) Convening of Steering committee	Development of IDP Framework and IDP/ Budget process plan	Meeting	Office of the Municipal manager, Budget and Treasury office	Local municipality, GMs and level 3-5	July – August 2020
0/1(b) All Portfolio Heads	Consideration of IDP Framework and IDP/ Budget process plan	Meeting	Office of Executive Mayor, Office of the Municipal manager & Budget and Treasury office	District & local municipality's Councilors	
0/2 (a) Launching of District Joint Portfolio committee forums (District and Locals)	Ratification of Framework and IDP/ Budget process plan	Meeting	Office of the Municipal manager & Budget and Treasury office	District & local municipality's Councilors	
0/3 (a) Convening/ launching of District IDP Manager's Forum	Consultation of IDP Framework and IDP/ Budget process plan	Meeting	Office of the Municipal manager	Local Municipalities, Sector Department and Parastatals	July – August 2020

PLANNING STRUCTURES	TASK	MECHANISM	RESPONSIBLE DEPARTMENT	PARTICIPANTS	TIME SCHEDULE
0/4 (a) Launching of IGR Technical forum (MM's Forum, CFO's forum, Corporate forum, Development Planning, Community service & Technical services Forum.	Consideration of Framework and IDP/ Budget process plan	Meeting	Office of the Municipal Manager	District and Local Municipal managers and GM, Senior Manager & Directors	
0/4 (b) Convening political IGR (Mayors forum)	Consider & recommendation of Framework and IDP/ Budget process plan to Mayoral committee/ EXCO	Meeting	Office of the Municipal manager, and Cooperate services	District & local municipality's Mayors	
0/5 Re-launching of IDP Representative Forum	Convening: IDP Rep forum Tabling: IDP Framework and Process Plan, Budget Process plan and SDBIP	Meeting	Office of the Municipal manager & Budget and Treasury office	Executive Mayor & LM Mayors, Councillors, Sector Departments, Parastatals, Municipal Officials, Traditional Leaders, Traditional Healers, Civics, SANCO, NGOs and GMS	July – August 2020
0/6 Approval of framework and process plan by Council	Submission of framework and process plan	Meeting	Office of the Municipal Manager	Council	

PLANNING STRUCTURES	TASK	MECHANISM	RESPONSIBLE DEPARTMENT	PARTICIPANTS	TIME SCHEDULE
0/7 Convening Premier IGR Forum	Political oversight	Meeting	Office of the Premier	Premier & Mayors	

PLANNING ACTIVITY	TASK	MECHANISM	RESPONSIBLE DEPARTMENT	PARTICIPANTS	TIME SCHEDULE
1. ANALYSIS PHASE					
1/1 Compilation of existing information	Compiling: <ul style="list-style-type: none"> Demographic data Existing service levels/service gaps Financial resources 	Information: <ul style="list-style-type: none"> SDBIP (Publicize) Comments on 1st Drafts APPs 	Office of the Municipal Manager	Steering Committee, IDP Representative and Clusters members (Municipalities, Sector departments, Parastatals, Traditional Leaders, Private sectors, NGOs, CBOs)	September-October 2020
1/2 Community and stakeholder level analysis	Analysing: <ul style="list-style-type: none"> Prioritised needs/problems Affected persons, groups, places 	Progress Report: <ul style="list-style-type: none"> SD BIP & APP Report 	Office of the Municipal Manager	Steering Committee, IDP Representative and Clusters members (Municipalities, Sector departments, Parastatals, Traditional Leaders,	

PLANNING ACTIVITY	TASK	MECHANISM	RESPONSIBLE DEPARTMENT	PARTICIPANTS	TIME SCHEDULE
	<ul style="list-style-type: none"> Causes, effects, related potential Identification of New Gaps & Priorities Prioritisation & Reprioritisation of Needs 			Private sectors, NGOs, CBOs)	September-October 2020
1/3 Municipal-wide analysis (Economic, environmental and institutional analysis)	<p>Identification & analysis of gaps within municipal wide issues.</p> <ul style="list-style-type: none"> Economic data, trends, potential, problems Environmental problems/risks Institutional strengths and weaknesses 	Meetings and workshop	Office of the Municipal Manager	Steering Committee, IDP Representative and Clusters members (Municipalities, Sector departments, Parastatals, Traditional Leaders, Private sectors, NGOs, CBOs)	
1/4 Spatial analysis	Mapping of spatial trends, patterns, issues and spatial dimension of other	Meetings and workshop	Office of the Municipal Manager	Steering Committee, IDP Representative and Clusters	

PLANNING ACTIVITY	TASK	MECHANISM	RESPONSIBLE DEPARTMENT	PARTICIPANTS	TIME SCHEDULE
	issues			members (Municipalities, Sector departments, Parastatals, Traditional Leaders, Private sectors, NGOs, CBOs)	
1/5 Socio-economic/gender differentiation analysis	Identification & analysing: <ul style="list-style-type: none"> Data and priorities differentiated by socio-economic category and gender (Gender mainstreaming) 	Meetings and workshop	Office of the Municipal Manager	Steering Committee, IDP Representative and Clusters members	September-October 2020
1/6 Financial analysis	Identification and analysis: <ul style="list-style-type: none"> Financial Sources (viability) Sound Financial management 	Meetings and workshop	Office of the Municipal Manager	(Municipalities, Sector departments, Parastatals, Traditional Leaders, Private sectors, NGOs, CBOs)	
1/7 Institutional Analysis	Identification and analysis: <ul style="list-style-type: none"> Review of organizational SWOT analysis Review of By-laws, policies and Plans 				

PLANNING ACTIVITY	TASK	MECHANISM	RESPONSIBLE DEPARTMENT	PARTICIPANTS	TIME SCHEDULE
	<ul style="list-style-type: none"> PMS 				
1/8 Operation clean Audit	<ul style="list-style-type: none"> Identification and analysis: Audit action plan 	Meetings and workshop	Office of the Municipal Manager		
1/9 Identification of municipal priority issues/aggregating priorities	<ul style="list-style-type: none"> Summary of 1/1, 1/2, 1/3, 1/4, 1/5 Reconciliation of different sources of information 	Meetings and workshop	Office of the Municipal Manager	Steering Committee, IDP Representative and Clusters members	
1/10 Budget schedule	<ul style="list-style-type: none"> Issuing of detailed financial planning and IDP review guidelines 	Meeting	Office of the Municipal Manager	(Municipalities, Sector departments, Parastatals, Traditional Leaders, Private sectors, NGOs, CBOs)	September-October 2020
1/11 analysis of priority issues (sector specific guidelines and programmes)	<ul style="list-style-type: none"> In-depth analysis of reviewed priority issues and sector specific issues. Precise nature of problematic issues Analysis of causes and effects Analysis of trends and dynamics Analysis of problem-solving potential 	Meetings and workshop	Office of the Municipal Manager	Steering Committee, IDP Representative and Clusters members (Municipalities, Sector departments, Parastatals, Traditional Leaders, Private sectors, NGOs, CBOs)	September-October 2020

PLANNING ACTIVITY	TASK	MECHANISM	RESPONSIBLE DEPARTMENT	PARTICIPANTS	TIME SCHEDULE
1/12 Consolidation of analysis results	Compiling reports for each priority issues to align with the mission, vision & strategic objectives of the district for the next financial year.	Desktop	Office of the Municipal Manager	IDP Manager / Coordinators (District and Locals)	October 2020
2. STRATEGIES PHASE					
2/1 Municipal vision and mission	Reviewing and popularizing vision and mission working session	Strategic planning working session	Office of the Municipal Manager, Corporate Services & Speakers office	Council & Section 56 & 57 Managers and Managers IDP, Budget, Risk, PMS, Audit (Local District)& specialist	November 2020 – January 2021
		<ul style="list-style-type: none"> Official Strategic planning session Political Strategic planning session 			

PLANNING ACTIVITY	TASK	MECHANISM	RESPONSIBLE DEPARTMENT	PARTICIPANTS	TIME SCHEDULE
2/2 Determining Working objectives	Deciding on one objective or a set of interrelated objectives for each priority issue (time horizon: 5 years).	Meeting	Office of the Municipal Manager	Steering Committee, Sector Departments, IDP Representative Members and Clusters members	
	<ul style="list-style-type: none"> Deciding on alternative working objectives/Strategies Check compliance to SDBIP & APP 			(Municipalities, Sector departments, Parastatals, Traditional Leaders/Healers, Private sectors, CIVIC, SANCO,NGOs, CBOs)	
2/3 Draft budget	Departmental budget submissions in line with community priority needs.				November 2020 – January 2021
2/4 Localised strategic guidelines	Designing Localized Strategic Guidelines related to: <ul style="list-style-type: none"> spatial dimension (SDF) poverty/gender dimension (socio-economic dimension) environmental dimension local economic development 				

PLANNING ACTIVITY	TASK	MECHANISM	RESPONSIBLE DEPARTMENT	PARTICIPANTS	TIME SCHEDULE
	<ul style="list-style-type: none"> • institutional dimension • other cross-sectoral policy guidelines (such as the National HIV/AIDS) 				
2/5 Defining Resources and designing financial strategies	<p>Defining financial, human/ institutional and natural resources for each objective.</p> <p>Formulating financial strategies:</p> <ul style="list-style-type: none"> • revenue raising strategies; • asset management strategies (e.g. restructuring of assets); • financial management strategies (procedures); • capital financing strategies (e.g. loan finance, grants); • operational financing strategies (e.g. partnerships); and • cost-effectiveness (e.g. cost-cutting, outsourcing). 	Meeting	Finance and Office of the Municipal manager		November 2020 – January 2021

PLANNING ACTIVITY	TASK	MECHANISM	RESPONSIBLE DEPARTMENT	PARTICIPANTS	TIME SCHEDULE
2/6 Creating strategic alternatives	A broad range of realistic alternatives for each Priority Issue.	Meeting	All Departments		
2/7 Creating conditions for public debate on alternatives	Informing public on the issues to be decided on, and on the decision-making procedures (including time schedule).	Meeting	Office of the Municipal manager		
2/8 District-wide development strategy workshop	Workshop: <ul style="list-style-type: none"> on relevant strategic alternatives and their advantages and disadvantages for each Priority Issue a strategy decision for District level and cross-boundary Priority Issues. 	Workshop	Office of the Municipal manager		
2/9 Analyzing strategic alternatives	Information on the expected impact (advantages/disadvantages) of the identified alternatives under consideration of various criteria.	Meeting	All Departments		
2/10 Deciding on	Phrasing of a development	Meeting	All		

PLANNING ACTIVITY	TASK	MECHANISM	RESPONSIBLE DEPARTMENT	PARTICIPANTS	TIME SCHEDULE
alternatives/ designing strategies for:	<p>strategy statement that include:</p> <ul style="list-style-type: none"> the objective(s) to which the strategy wants to contribute; ways and means by which the objectives shall be achieved under consideration of problem causing factors; a clear description of the major fields of intervention; and a list of projects. 		Departments		
2/11 District strategy decision	<p>Translating level local strategies into locally specific strategies :</p> <ul style="list-style-type: none"> Locally adjusted municipal development strategies. 	Meeting	All Departments		November 2020 – January 2021
3. PROJECT PHASE					
3/1 Preliminary allocations	<p>To ensure a link between proposed projects and available</p> <ul style="list-style-type: none"> Budget adjustment 	Meeting	Office of the Municipal manager, Technical services and	All GMs, Steering Committee members, IDP Representative and Clusters members	January – March 2021

PLANNING ACTIVITY	TASK	MECHANISM	RESPONSIBLE DEPARTMENT	PARTICIPANTS	TIME SCHEDULE
	resources	<ul style="list-style-type: none"> Representation of projects budgets 	Finance	(Municipalities, Sector departments, Parastatals, Traditional Leaders, Private sectors, NGOs, CBOs)	
3/2 Designing/Reviewing Project Proposals	Reviewing proposals	Meeting	All Departments	All GMs, Steering Committee members, IDP Representative and Clusters members	
3/3 Target group participation in Project Planning	Ensuring that the proposed projects meet the expectations of the targeted groups	Meeting	All Departments	(Municipalities, Sector departments, Parastatals, Traditional Leaders, Private sectors, NGOs, CBOs) All GMs, Steering Committee members, IDP Representative and Clusters members	

PLANNING ACTIVITY	TASK	MECHANISM	RESPONSIBLE DEPARTMENT	PARTICIPANTS	TIME SCHEDULE
3/4 Involvement of project partners	To ensure that project proposals are linked to Sector/ Corporate specific guidelines	Meeting	All Departments	Parastatals, Traditional Leaders, Private sectors, NGOs, CBOs) All GMs, Steering Committee members, IDP Representative and Clusters members (Municipalities, Sector departments, Parastatals, Traditional Leaders, Private sectors, NGOs, CBOs)	
3/5 Setting indicators for objectives	To illustrate the impact of the project on the targeted groups	Meeting	All Departments	All GMs, Steering Committee members, IDP Representative and Clusters members (Municipalities, Sector departments, Parastatals, Traditional Leaders, Private sectors,	

PLANNING ACTIVITY	TASK	MECHANISM	RESPONSIBLE DEPARTMENT	PARTICIPANTS	TIME SCHEDULE
				NGOs, CBOs)	
3/6 Output/Target/ Locations	To provide a basis for a viable management tool	Meeting	All Departments	All GMs, Steering Committee members, IDP Representative and Clusters members (Municipalities, Sector departments, Parastatals, Traditional Leaders, Private sectors, NGOs, CBOs)	
3/7 Major activities/Timing/ responsible agencies	To provide a basis for a viable management tool	Meeting	All Departments	All GMs, Steering Committee members, IDP Representative and Clusters members (Municipalities, Sector departments, Parastatals, Traditional Leaders, Private sectors, NGOs, CBOs)	
3/8 Cost/Budget	To provide a basis for a	Meeting	All	-	

PLANNING ACTIVITY	TASK	MECHANISM	RESPONSIBLE DEPARTMENT	PARTICIPANTS	TIME SCHEDULE
Estimates/Sources of Finance	viable management tool		Departments		
3/9 Budget Reviews	To review proposed national and provincial allocations to municipality for incorporation into the draft budget for tabling. To finalise and submit to Executive Mayor proposed budgets and plans for next three-year budgets taking into account the recent mid-year review and any corrective measures proposed as part of the oversight report for the previous years audited financial statements and annual report	Meeting	Finance	-	

4. INTEGRATION PHASE

PLANNING ACTIVITY	TASK	MECHANISM	RESPONSIBLE DEPARTMENT	PARTICIPANTS	TIME SCHEDULE
4/1 Screening/ adjusting/ consolidation & agreeing on draft project proposals	<p>Checking project compliance with priority & strategies (sector plans)</p> <ul style="list-style-type: none"> • Check ing compli ances to SDBI P & APP • Re-align ment/ Conso lidatio n of progra mmes and projec ts and align ment to plans 	Meeting	Office of the Municipal manager	Steering Committee, IDP Representative and Clusters members (Municipalities, Sector departments, Parastatals, Traditional Leaders, Private sectors, NGOs, CBOs)	February 2021
4/2 Integrating and approach to develop projects programmes	To ensure a holistic approach to develop projects				
4/3 (5) Year Financial Plan	To create MTFP for planning budget link	Meeting	All departments	IDP Steering committee members	

PLANNING ACTIVITY	TASK	MECHANISM	RESPONSIBLE DEPARTMENT	PARTICIPANTS	TIME SCHEDULE
4/4 (5) year Capital Investment Plan	To inform the municipal budget			Steering Committee, IDP Representative and Clusters members	
4/5 Integrated Institutional Programme	To ensure institutional transformation & integrated management systems			(Municipalities, Sector departments, Parastatals, Traditional Leaders, Private sectors, NGOs, CBOs)	
4/6 Performance Management indicators	Setting KPIs				
4/7 Integrated Spatial Development Framework	To create a framework for integrated land-use management	Meeting	Office of the Municipal manager		
4/8 Integrated LED Programme	To ensure that the IDP is focused on poverty reduction and gender equity				
4/9 Integrated Poverty Reduction Programme	To ensure that the IDP is focused on poverty reduction and gender equity				

PLANNING ACTIVITY	TASK	MECHANISM	RESPONSIBLE DEPARTMENT	PARTICIPANTS	TIME SCHEDULE
4/10 Integrated Environmental Programme	To ensure that proposed projects do not impact negatively on environment				
4/11 Providing opportunity for the public comments from the IDP and the public priorities.	To check compliance of the IDP and the public priorities.				
4/12 Incorporating comments	To incorporate identified gaps into the IDP				
5. APPROVAL PHASE					
5/1 Providing opportunity for comments from Sector Department	Integrating Plans and Programmes in compliance with Sector Guidelines	Meeting	office of the Municipal manager	Steering Committee, IDP Representative and Clusters members (Municipalities, Sector departments, Parastatals, Traditional Leaders, Private sectors, NGOs, CBOs)	March 2021
5/2 District-level Workshop for horizontal co-ordination	To align the District and local municipalities IDPs	workshop	Office of the Municipal manager	IDP Manager / Coordinators (District and Locals)	
5/3 Approval of 1 st Draft 2021/22 IDP &	To adopt the Draft 2021/22 IDP document, as a legal	Meeting	Office of the Municipal	Council	March 2021

PLANNING ACTIVITY	TASK	MECHANISM	RESPONSIBLE DEPARTMENT	PARTICIPANTS	TIME SCHEDULE
Budget	binding document		manager		
5/4 Public Hearing/consultation	To provided LMs Mayors and Executive Mayor with an opportunity to respond to Draft 2021/22 IDP Review and Budget submissions during consultation	Meetings	Office of the Municipal manager	Council, (Municipalities, Sector departments, Parastatals, Traditional Leaders, Traditional healers, Ward committees, Private sectors, NGOs, CBOs)	April 2021
5/5 Publicising Draft 2021/22 IDP Review document	To advertise IDP document for public inputs, comments and suggestions (21 Days)	Meetings / media release	Office of the Municipal manager and Finance		
5/6 Final Draft 2021/22 IDP Review & Budget	To consolidate and confirm the inputs from public hearings/ consultations	Meeting	Office of the Municipal manager	All GMs	
5/7 Final adoption by Council	To adopt the 2021/22 IDP Review document, as a legal binding document	Meeting	Office of the Municipal manager	Council	May 2021

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PLANNING STRUCTURES	TASK	MECHANISM	RESPONSIBLE DEPARTMENT	PARTICIPANTS	TIME SCHEDULE
6. PRE PLANNING PHASE					
0/1 (a) Convening of Steering committee	Development of IDP Framework and IDP/ Budget process plan	Meeting	Office of the Municipal manager, Budget and Treasury office	Local municipality, GMs and level 3-5	July – August 2020
0/1(b) All Portfolio Heads	Consideration of IDP Framework and IDP/ Budget process plan	Meeting	Office of Executive Mayor, Office of the Municipal manager & Budget and Treasury office	District & local municipality's Councilors	
0/2 (a) Launching of District Joint Portfolio committee forums (District and Locals)	Ratification of Framework and IDP/ Budget process plan	Meeting	Office of the Municipal manager & Budget and Treasury office	District & local municipality's Councilors	

PLANNING STRUCTURES	TASK	MECHANISM	RESPONSIBLE DEPARTMENT	PARTICIPANTS	TIME SCHEDULE
0/3 (a) Convening/ launching of IDP Managers working session	Consultation of IDP Framework and IDP/ Budget process plan	Meeting	Office of the Municipal manager	Local Municipalities, Sector Department and Parastatals	July – August 2020
0/4 (a) Launching of IGR Technical forum (MM's Forum, CFO's forum, Corporate forum, Development Planning, Community service & Technical services Forum.	Consideration of Framework and IDP/ Budget process plan	Meeting	Office of the Municipal Manager	District and Local Municipal managers and GM, Senior Manager & Directors	
0/4 (b) Convening political IGR (Mayors forum)	Consider & recommendation of Framework and IDP/ Budget process plan to Mayoral committee/ EXCO	Meeting	Office of the Municipal manager, and Cooperate services	District & local municipality's Mayors	
0/5 Re-launching of IDP Representative Forum	Convening: IDP Rep forum Tabling: IDP Framework and Process Plan, Budget Process plan and	Meeting	Office of the Municipal manager & Budget and Treasury office	Executive Mayor & LM Mayors, Sector Councilors, Department, Parastatals, Municipal Officials,	

PLANNING STRUCTURES	TASK	MECHANISM	RESPONSIBLE DEPARTMENT	PARTICIPANTS	TIME SCHEDULE
	SDBIP			Traditional Leaders, Traditional Healers, Civics, SANCO, NGOs and GMs	July – August 2020
0/6 Approval of framework and process plan by Council	Submission of framework and process plan	Meeting	Corporate services	Council	
0/7 Convening Premier IGR Forum	Political oversight	Meeting	Office of the Premier	Premier & Mayors	

PLANNING ACTIVITY	TASK	MECHANISM	RESPONSIBLE DEPARTMENT	PARTICIPANTS	TIME SCHEDULE
7. ANALYSIS PHASE					
1/1 Compilation of existing information	<p>Compiling:</p> <ul style="list-style-type: none"> Demographic data Existing service levels/service gaps Financial resources 	<p>Information:</p> <ul style="list-style-type: none"> SDBIP (Publicize) Comments on 1st Drafts APPs 	Office of the Municipal Manager	Steering Committee, IDP Representative and Clusters members (Municipalities, Sector departments,	September-October 2020

PLANNING ACTIVITY	TASK	MECHANISM	RESPONSIBLE DEPARTMENT	PARTICIPANTS	TIME SCHEDULE
				Parastatals, Traditional Leaders, Private sectors, NGOs, CBOs)	
1/2 Community and stakeholder level analysis	<p>Analysing:</p> <ul style="list-style-type: none"> • Prioritised needs/problems • Affected persons, groups, places • Causes, effects, related potential 	Meetings and workshop	Office of the Municipal Manager	Steering Committee, IDP Representative and Clusters members (Municipalities, Sector departments, Parastatals, Traditional Leaders, Private sectors, NGOs, CBOs)	September-October 2020
1/3 Municipal-wide analysis (Economic, environmental and institutional analysis)	<p>Identification & analysis of gaps within municipal wide issues.</p> <ul style="list-style-type: none"> • Economic data, trends, 	Meetings and workshop	Office of the Municipal Manager	Steering Committee, IDP Representative	

PLANNING ACTIVITY	TASK	MECHANISM	RESPONSIBLE DEPARTMENT	PARTICIPANTS	TIME SCHEDULE
	<p>potential, problems</p> <ul style="list-style-type: none"> • Environmental problems/risks • Institutional strengths and weaknesses 			<p>Clusters and members</p> <p>(Municipalities, Sector departments, Parastatals, Traditional Leaders, Private sectors, NGOs, CBOs)</p>	
1/4 Spatial analysis	Mapping of spatial trends, patterns, issues and spatial dimension of other issues	Meetings and workshop	Office of the Municipal Manager	<p>Steering Committee, IDP Representative and Clusters members</p> <p>(Municipalities, Sector departments, Parastatals, Traditional Leaders, Private</p>	September-October 2020

PLANNING ACTIVITY	TASK	MECHANISM	RESPONSIBLE DEPARTMENT	PARTICIPANTS	TIME SCHEDULE
1/5 Socio-economic/gender differentiation analysis	Identification & analysing: <ul style="list-style-type: none"> Data and priorities differentiated by socio-economic category and gender (Gender mainstreaming) 	Meetings and workshop	Office of the Municipal Manager	sectors, NGOs, CBOs)	
1/6 Financial analysis	Identification and analysis: <ul style="list-style-type: none"> Financial Sources (viability) Sound Financial management 	Meetings and workshop	Office of the Municipal Manager	Steering Committee, IDP Representative and Clusters members	
1/7 Institutional Analysis	Identification and analysis: <ul style="list-style-type: none"> Review of organizational SWOT analysis Review of By-laws, policies and Plans PMS 			(Municipalities, Sector departments, Parastatals, Traditional Leaders, Private sectors, NGOs, CBOs)	September-October 2020
1/8 Operation clean Audit	Identification and analysis: <ul style="list-style-type: none"> Audit action plan 	Meetings and workshop	Office of the Municipal Manager		
1/9 Identification of	<ul style="list-style-type: none"> Summary of 1/1, 1/2, 1/3, 	Meetings and	Office of the	Steering	

PLANNING ACTIVITY	TASK	MECHANISM	RESPONSIBLE DEPARTMENT	PARTICIPANTS	TIME SCHEDULE
municipal priority issues/aggregating priorities	1/4, 1/5 <ul style="list-style-type: none"> Reconciliation of different sources of information 	workshop	Municipal Manager	Committee, IDP Representative and Clusters members	
1/10 Budget schedule	<ul style="list-style-type: none"> Issuing of detailed financial planning and IDP review guidelines 	Meeting	Office of the Municipal Manager	(Municipalities, Sector departments, Parastatals, Traditional Leaders, Private sectors, NGOs, CBOs)	
1/11 In-depth analysis of priority issues (sector specific guidelines and programmes)	<p>In-depth analysis of reviewed priority issues and sector specific issues.</p> <ul style="list-style-type: none"> Precise nature of problematic issues Analysis of causes and effects Analysis of trends and dynamics Analysis of problem-solving potential 	Meetings and workshop	Office of the Municipal Manager	Steering Committee, IDP Representative and Clusters members (Municipalities, Sector departments,	September-October 2020

PLANNING ACTIVITY	TASK	MECHANISM	RESPONSIBLE DEPARTMENT	PARTICIPANTS	TIME SCHEDULE
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 financial year.	Desktop	Office of the Municipal Manager	Parastatals, Traditional Leaders, Private sectors, NGOs, CBOs) IDP Manager / Coordinators (District and Locals)	October 2020
8. STRATEGIES PHASE					
2/1 Municipal vision and mission	Reviewing and popularizing working vision and mission	Strategic planning working session <ul style="list-style-type: none"> Officials Strategic planning session Political Strategic planning session 	Office of the Municipal Manager, Corporate Services & Speakers office	Council & Section 56 & 57 Managers and Managers IDP, Budget, Risk, PMS, Audit (Local and District) & specialist	November 2020 – January 2021

PLANNING ACTIVITY	TASK	MECHANISM	RESPONSIBLE DEPARTMENT	PARTICIPANTS	TIME SCHEDULE
2/2 Determining Working objectives	Deciding on one objective or a set of interrelated objectives for each priority issue (time horizon: 5 years). <ul style="list-style-type: none"> Deciding on alternative working objectives / Strategies Check compliances to SDBIP & APP 	Meeting	Office of the Municipal Manager	Steering Committee, Sector Departments, IDP Representative Members and Clusters members	
2/3 Draft budget	Departmental budget submissions in line with community priority needs.			(Municipalities, Sector departments, Parastatals, Traditional Leaders/Healers, Private sectors, CIVIC, SANCO, NGOs, CBOs)	November 2020 – January 2021
2/4 Localised strategic guidelines	Designing Localized Strategic Guidelines related to: <ul style="list-style-type: none"> spatial dimension (SDF) poverty/gender dimension (socio-economic dimension) environmental dimension local economic development institutional dimension other cross-sectoral policy guidelines (such as the National HIV/AIDS) 				

PLANNING ACTIVITY	TASK	MECHANISM	RESPONSIBLE DEPARTMENT	PARTICIPANTS	TIME SCHEDULE
2/5 Resources and financial strategies	<p>Defining financial, human/institutional and natural resources for each objective.</p> <p>Formulating financial strategies:</p> <ul style="list-style-type: none"> • revenue raising strategies; • asset management strategies (e.g. restructuring of assets); • financial management strategies (procedures); • capital financing strategies (e.g. loan finance, grants); • operational financing strategies (e.g. partnerships); and • cost-effectiveness (e.g. cost-cutting, outsourcing). 	Meeting	Finance and Office of the Municipal manager		November 2020 – January 2021
2/6 Creating strategic alternatives	A broad range of realistic alternatives for each Priority Issue.	Meeting	All Departments		
2/7 conditions for public debate on alternatives	Creating public on the issues to be decided on, and on the decision-making procedures (including time	Meeting	Office of the Municipal manager		

PLANNING ACTIVITY	TASK	MECHANISM	RESPONSIBLE DEPARTMENT	PARTICIPANTS	TIME SCHEDULE
2/8 District-wide development strategy workshop	<p>schedule).</p> <p>Workshop:</p> <ul style="list-style-type: none"> on relevant strategic alternatives and their advantages and disadvantages for each Priority Issue a strategy decision for District level and cross-boundary Priority Issues. 	Workshop	Office of the Municipal manager		
2/9 Analyzing strategic alternatives	Information on the expected impact (advantages/disadvantages) of the identified alternatives under consideration of various criteria.	Meeting	All Departments		
2/10 Deciding on alternatives/ designing strategies for:	<p>Phrasing of a development strategy statement that include:</p> <ul style="list-style-type: none"> the objective(s) to which the strategy wants to contribute; ways and means by which the objectives shall be achieved under consideration of problem causing factors; a clear description of the <ul style="list-style-type: none"> District priority issues Cross-boundary locally specific issues 	Meeting	All Departments		

PLANNING ACTIVITY	TASK	MECHANISM	RESPONSIBLE DEPARTMENT	PARTICIPANTS	TIME SCHEDULE
	<p>major fields of intervention; and</p> <ul style="list-style-type: none"> a list of projects. 				
2/11 District level strategy into local decision	<p>Translating district level strategies into locally specific strategies :</p> <ul style="list-style-type: none"> Locally adjusted municipal development strategies. 	Meeting	All Departments		November 2020 – January 2021
9. PROJECT PHASE					
3/1 Preliminary allocations	<p>To ensure a link between proposed projects and available resources</p> <ul style="list-style-type: none"> Budget adjustment Reprioritisation of projects budgets 	Meeting	Office of the Municipal manager, Technical services and Finance	All GMs, Steering Committee members, IDP Representative and Clusters members (Municipalities, Sector departments, Parastatals, Traditional Leaders, Private	January – March 2021

PLANNING ACTIVITY	TASK	MECHANISM	RESPONSIBLE DEPARTMENT	PARTICIPANTS	TIME SCHEDULE
				sectors, NGOs, CBOs)	
3/2 Designing/Reviewing Project Proposals	Reviewing project proposals	Meeting	All Departments	All GMs, Steering Committee members, IDP Representative and Cluster members (Municipalities, Sector departments, Parastatals, Traditional Leaders, Private sectors, NGOs, CBOs)	
3/3 Target group participation in Project Planning	Ensuring that the proposed projects meet the expectations of the targeted groups	Meeting	All Departments	All GMs, Steering Committee members, IDP	

PLANNING ACTIVITY	TASK	MECHANISM	RESPONSIBLE DEPARTMENT	PARTICIPANTS	TIME SCHEDULE
				Representative and Clusters members (Municipalities, Sector departments, Parastatals, Traditional Leaders, Private sectors, NGOs, CBOs)	
3/4 Involvement of project partners	To ensure that project proposals are linked to Sector/ Corporate specific guidelines	Meeting	All Departments	All GMs, Steering Committee members, IDP Representative and Clusters members (Municipalities, Sector departments,	

PLANNING ACTIVITY	TASK	MECHANISM	RESPONSIBLE DEPARTMENT	PARTICIPANTS	TIME SCHEDULE
3/5 Setting indicators for objectives	To illustrate the impact of the project on the targeted groups	Meeting	All Departments	Parastatals, Traditional Leaders, Private sectors, NGOs, CBOs)	
				All GMs, Steering Committee members, IDP Representative and Clusters members (Municipalities, Sector departments, Parastatals, Traditional Leaders, Private sectors, NGOs, CBOs)	

PLANNING ACTIVITY	TASK	MECHANISM	RESPONSIBLE DEPARTMENT	PARTICIPANTS	TIME SCHEDULE
3/6 Project Output/Target/ Locations	To provide a basis for a viable management tool	Meeting	All Departments	All GMs, Steering Committee members, IDP Representative and Clusters members (Municipalities, Sector departments, Parastatals, Traditional Leaders, Private sectors, NGOs, CBOs)	
3/7 Major activities/Timing/responsible agencies	To provide a basis for a viable management tool	Meeting	All Departments	All GMs, Steering Committee members, IDP Representative and	

PLANNING ACTIVITY	TASK	MECHANISM	RESPONSIBLE DEPARTMENT	PARTICIPANTS	TIME SCHEDULE
3/8 Cost/Budget Estimates/Sources of Finance	To provide a basis for a viable management tool	Meeting	All Departments	Clusters members (Municipalities, Sector departments, Parastatals, Traditional Leaders, Private sectors, NGOs, CBOs)	
3/9 Budget Reviews	To review proposed national and provincial allocations to municipality for incorporation into the draft budget for tabling. To finalise and submit to Executive Mayor proposed budgets and plans for next three-year budgets taking into account the recent mid-year review and any corrective measures proposed as part of the	Meeting	Finance	-	

PLANNING ACTIVITY	TASK	MECHANISM	RESPONSIBLE DEPARTMENT	PARTICIPANTS	TIME SCHEDULE
	oversight report for the previous years audited financial statements and annual report				
10. INTEGRATION PHASE					
4/1 Screening/ adjusting/ consolidation agreeing on draft project proposals	<ul style="list-style-type: none"> Checking project compliance with priority issues & strategies (sector plans) Checking compliance to SDBIP & APP Re-alignment/ Consolidation of programmes and projects and alignment to plans 	Meeting	Office of the Municipal manager	Steering Committee, IDP Representative and Clusters members (Municipalities, Sector departments, Parastatals, Traditional Leaders, Private sectors, NGOs, CBOs)	February 2021
4/2 Integrating projects programmes	To ensure a holistic approach to develop projects				
4/3 (5) Year Financial Plan	To create MTFF for planning budget link	Meeting	All departments	IDP Steering committee members	

PLANNING ACTIVITY	TASK	MECHANISM	RESPONSIBLE DEPARTMENT	PARTICIPANTS	TIME SCHEDULE
4/4 (5) year Capital Investment Plan	To inform the municipal budget			Steering Committee, IDP Representative and Clusters members (Municipalities, Sector departments, Parastatals, Traditional Leaders, Private sectors, NGOs, CBOs)	
4/5 Integrated Institutional Programme	To ensure institutional transformation & integrated management systems				
4/6 Performance Management indicators	Setting KPIs				
4/7 Integrated Spatial Development Framework	To create a framework for integrated land-use management	Meeting	Office of the Municipal manager		
4/8 Integrated LED Programme	To ensure that the IDP is focused on poverty reduction and gender equity				
4/9 Integrated Poverty Reduction Programme	To ensure that the IDP is focused on poverty reduction and gender equity				

PLANNING ACTIVITY	TASK	MECHANISM	RESPONSIBLE DEPARTMENT	PARTICIPANTS	TIME SCHEDULE
4/10 Environmental Programme	To ensure that proposed projects do not impact negatively on environment				
4/11 Providing opportunity for the comments from the public	To check compliance of the IDP and the public priorities.				
4/12 Incorporating comments	To incorporate identified gaps into the IDP				
11. APPROVAL PHASE					
5/1 Providing opportunity for comments from Sector Department	Integrating Plans and Programmes in compliance with Sector Guidelines	office of the Municipal manager	Steering Committee, IDP Representative and Clusters members	(Municipalities, Sector departments, Parastatals, Traditional Leaders, Private sectors, NGOs, CBOs)	March 2021

PLANNING ACTIVITY	TASK	MECHANISM	RESPONSIBLE DEPARTMENT	PARTICIPANTS	TIME SCHEDULE
5/2 District-level Workshop for horizontal coordination	To align the District and local municipalities IDPs	workshop	Office of the Municipal manager	IDP Manager / Coordinators (District and Locals)	
5/3 Approval of 1 st Draft 2021/22 IDP & Budget	To adopt the Draft 2021/22 IDP document, as a legal binding document	Meeting	Corporate services	Council	March 2021
5/4 Public Hearing/consultation	To provide LMs Mayors and Executive Mayor with an opportunity to respond to Draft 2021/22 IDP Review and Budget submissions during consultation	Meetings	Office of the Municipal manager	Council, (Municipalities, Sector departments, Parastatals, Traditional Leaders, Traditional healers, Ward committees, Private sectors, NGOs, CBOs)	April 2021
5/5 Publicising Draft 2021/22 IDP Review document	To advertise IDP document for public inputs, comments and suggestions (21 Days)	Meetings / media release	Office of the Municipal manager and Finance		
5/6 Final Draft 2021/22 IDP Review & Budget	To consolidate and confirm the inputs from public hearings/ consultations	Meeting	Office of the Municipal manager	All GMs	
5/7 Final adoption by Council	To adopt the 2021/22 IDP Review document, as a legal binding document	Meeting	Corporate services	Council	May 2021

3. 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, Parastatals, Private sectors, 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.

Due to Covid-19 regulations and directions as issued in terms of Section 27(2) sub section 6.7, 6.7.1 and 6.7.4 (b) of Disaster Management Act, 2002 amendment which indicates that: Ensure that the communities are consulted using media platforms and alternative methods of consultation, instead of contact meetings, to provide comments on the draft IDP and Budget.

Meetings will/ may be conducted through electronic means (Facebook, Twitter and media briefing). Date, venue, radio live broadcast and time of the meetings will be indicated on the invitations that will be issued to members regularly by IDP Steering Committee. Invitations, Notices and Agenda's of IDP Representative Forum will be drafted, compiled and circulated to all stakeholders by the secretariat via Website, Email, Facebook and Twitter not less than 7 working days before the meeting. Inputs and comments may be sent via Emails, Facebook, Twitter and Vhembe Call centre.

ACTIVITIES AND MECHANISMS FOR PARTICIPATION PER IDP PHASES

IDP PHASES	ACTIVITIES	MECHANISM
Preparation	<ul style="list-style-type: none"> ➤ Inputs into the Process Plan & Framework for IDP Review 	<ul style="list-style-type: none"> ➤ Workshop ➤ Meetings
Analysis	<ul style="list-style-type: none"> ➤ To participate in identification of gaps ➤ To ensure that identified gaps are in line with developmental issues 	<ul style="list-style-type: none"> ➤ Workshop ➤ Meetings ➤ Working session
Strategies & developmental objectives	<ul style="list-style-type: none"> ➤ 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 developmental priorities ➤ Participate in discussions to formulate and adopt alternatives 	<ul style="list-style-type: none"> ➤ Workshop , meetings and working session
Projects	<ul style="list-style-type: none"> ➤ Discussion on developed project proposals 	<ul style="list-style-type: none"> ➤ Workshop, meetings and working session
Integration	Integration all developed activities & programmes	<ul style="list-style-type: none"> ➤ Working session and meetings
Approval	<ul style="list-style-type: none"> ➤ Comments 	<ul style="list-style-type: none"> ➤ Council meetings

4. 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 coordinated 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.

Alignment will take place through the IDP Managers working session, Provincial/ District Development Planning forum and Clusters (Infrastructure, Economic, Social and Governance & Administration) meetings consisting of Local and District municipalities, and as well as Sector departments and other relevant stakeholders. 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: Horizontal alignment. Vertical alignment will also take place through the Clusters meetings and District IDP Representative Forum, as well as bilateral communications between sector Departments and the District municipality.

MECHANISMS AND PROCEDURES FOR ALIGNMENT PER IDP PHASES

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 information	*	*	
		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

IDP Phases	Time-Frame	Alignment Activity	Local Municipality/ District	Local Govt/ other spheres	Mechanisms
		District level strategy workshop	*		
		Localised strategic guidelines	*		
		Financial strategy	*		
		Creating strategic alternatives	*		
		Linking district strategies with local municipalities	*		
Project	Third Quarter	Project Management Unit (PMU)	*		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	*		
		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

IDP Phases	Time-Frame	Alignment Activity	Local Municipality/District	Local Govt/ other spheres	Mechanisms
		Providing an opportunity for comments from the public	*		
		Incorporating comments	*		

NB. * (Star): indicate type of alignment

5. 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
Spatial planning and land use management Act no 16 of 2013	Department of Rural Development and Land Reforms	<ul style="list-style-type: none"> Spatial planning and Land use management systems Spatial development principles norms and standards Engineering services contribution Municipal planning tribunal and appeal authority Spatial development framework and land use management schemes 	Municipalities
Municipal Systems Act (No. 32 of 2000)	Corporate Governance and Traditional Affairs	<ul style="list-style-type: none"> Integrated Development Plans Strategic Planning Multi-Sectoral planning, co-ordination & alignment 	Municipalities
Water Services Act, 1997 (Act. No. 108 of 1997)	Department of Water and Sanitation	<p>Water Services Plan</p> <ul style="list-style-type: none"> Provision and delivery of water services 	Water Services Authorities/ Municipalities
National Land Transport Transition Act (Act No. 22 of 2000)	Department of Transport	<p>Transport plans</p> <ul style="list-style-type: none"> Operating Licence Strategy (OLS) Current Public Transport Record (CPTTR) Public Transport Plan (PTP) Integrated Transport Plan (ITP) 	Transport Authorities/ Municipalities
Municipal Structures Act, 1998 (Act No. 117 of 1998)	Corporate Governance and Traditional Affairs	Municipal establishment and determination of powers and functions of municipalities	Municipalities
National Environmental Management Act (Act No. 26 of 1998)	Department of Environmental Affairs	<ul style="list-style-type: none"> Environmental Management Plans Environmental Principles 	Certain national departments and each

LEGISLATIONS	RESPONSIBLE DEPARTMENT	SUBJECT MATTER	RESPONSIBILITY
107 of 1998)		<ul style="list-style-type: none"> Environmental Implementation and Management Plans 	and province
Municipal 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
Intergovernmental Fiscal Relations Act 97 of 1997	COGTA	<ul style="list-style-type: none"> Promote co-operation between the national, provincial and local sphere of government on fiscal, budgetary and financial matters Prescribe a process for the determination of an equitable sharing and allocation of revenue raised nationally and provide for matters in connection therewith 	National/ Municipalities Province/
Intergovernmental Relations Framework Act 13 Of 2005	COGTA	<ul style="list-style-type: none"> Promote and Facilitate intergovernmental Relations Provide for mechanisms and procedures to facilitate the settlement of intergovernmental disputes; and provide for matters connected therewith 	National/ Municipalities Province/
Administrative Justice Act (Act No. 3 of 2000)	Department of Justice & Correctional Services	Fair administrative procedures	Municipalities

LEGISLATIONS	RESPONSIBLE DEPARTMENT	SUBJECT MATTER	RESPONSIBILITY
Promotion of Access to Information Act	Department of Justice & Correctional Services	Freedom of access to public information	Municipalities
National health Act	Department of Health	Endeavour to protect, promote improve and maintain health of the population.	National/ Province/ Municipalities
Disaster management Act 57 of 2002 & Regulation	COGTA / COGHSTA	To provide for an integrated and coordinated disaster management policy that focus on preventing or reducing the risk of disasters, mitigating the severity of disaster	Municipality
Traditional leadership and governance framework act 41 of 2003	COGHSTA	To provide for the recognition of traditional communities	National/ Province/ Municipalities
Municipal electoral Act 27 of 2000	Home Affairs	To regulate municipal election	National/Province/ Municipalities
Municipal property rate Act 6 of 2004 (amendment act 19 of 2009)	COGTA,	To regulate powers of municipality to impose rates on property.	COGTA,
Preferential Procurement Policy Framework Act 5 of	SALGA	Providing Framework for implementation of procurement policy	Municipality

LEGISLATIONS	RESPONSIBLE DEPARTMENT	SUBJECT MATTER	RESPONSIBILITY
2000			
Division of Revenue Act	Treasury	To provide for the equitable division of revenue raised nationally	Municipality
Labour relation Act 66 of 1995	Department of labour	Addressing labour issues	Municipality
Basic condition of employment Act 75 of 1997		To regulate the right to fair labour practice	Municipality
White Paper on local government	COGTA	Local government matters	Municipality

Table 7.2: Policies - Development Planning

POLICIES	RESPONSIBLE DEPARTMENT	SUBJECT MATTER
Reconstruction & Development Programme	President's office	Development planning and service delivery
Accelerated Shared Growth initiative Of South Africa (ASGISA)	Deputy President's Office	Local economic development Accelerate economic growth by improving infrastructure which enables service delivery. Sharing the market with the second economy.
Growth, Employment & Redistribution Strategy (GEAR)	President's 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 asses restructuring; empowerment wages and training; and policy co-ordination.
Integrated Sustainable Rural Development Strategy (ISRDS)	Agriculture, Land reform and Rural development	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
National Development Plan	President's office	Vision 2030 – aimed at attacking the blight of poverty and exclusion, and nurture economic growth at the same time; creating virtuous circle of expanding opportunities; building capacity, reducing poverty, involving communities in their own development, all leading to rising living standards
Urban Development Framework	Department of Human Settlements	Seeks to accommodate the growth and job creation orientation of GEAR with the more redistributive and people development association of the RDP. It does so through the accommodation of the need to stimulate local economic development and enhanced global comprehensive of South African cities.
Rural Development Framework (RDF)	Agriculture, Land reform and Rural development	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 Environmental Affairs and Tourism (DEAT).	<p>Blueprint for sustainable Development Delivering basic environmental, social and economic services</p> <p>Local level planning</p>
The New Growth Path	Department of Economic Development	Sustainable development of local urban and settlement communities. Aims to target our limited capital and capacity at activities that maximise the creation of decent work opportunities
Provincial Spatial Development Framework	Office of the Premier	To evaluate the settlement hierarchy and update the hierarchy in terms of the Provincial and District/Local Municipality boundary changes, new information, policies and legislation
Limpopo Development Plan	Office of the Premier	A 2020 vision to create a dynamic, peaceful, secure, prosperous, healthy, educated, democratic, attractive and competitive.
Sustainable Development Goals 2030	Presidency / Office of the Premier	Sustainable development goals

PROVINCIAL DEPARTMENT STRATEGIES

1. Limpopo Province Spatial Rationale
2. Limpopo Development Plan
3. Limpopo Tourism Strategy
4. Limpopo Land Transport Framework
6. Limpopo Integrated Development Planning Framework

6. PRINCIPLES & PROCEDURES FOR MONITORING OF THE PROCESS PLAN

All municipalities have a responsibility of monitoring their own Process Plans and ensuring that the District Framework is properly followed. The District Municipal Manager will ensure that the District Process Plan is properly followed.

If any deviations from the IDP Review Process Plan occurs the IDP Steering Committee should be informed and jointly assess the impact of the deviation on other municipalities, however, the Municipal Manager has the mandate to decide when and how an amendment takes place and therefore postpones an activity or continues with the agreed programme.

7. CONCLUSION

The Framework is a guiding document for aligning the planning process between local municipalities and the district municipality. The framework is binding on both district and local municipalities. The Districts will monitor the compliance of the actual IDP process of all local municipalities with the framework and undertake corrective action in time if some municipalities fail to adhere to the timeframes.

The Framework is required to be adopted or approved by the Council. Upon adoption by the Council the Framework 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 Framework.



Municipal manager
Ndou T S

08/09/2020

Date



Executive Mayor
Clr Nenguda D A

08-09-2020

Date