

# **GEORGE MUNICIPALITY**

## **BUDGET/IDP/PMS & MSDF PROCESS PLAN/TIME SCHEDULE 2023/24**

**August 2023**

# **IDP Process Plan**

Compiled in terms of

Section 28 and 29 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000)

Adopted by Council on .....

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

The Integrated Development Plan—

- is approved by the council within a year following a municipal election and is in effect for the length of the council's tenure (five years);
- is drafted and reviewed annually in consultation with the public/ local community as well as interested organs of state and other key stakeholders;
- directs and informs all planning and development, and all decisions with regard to planning, management and development;
- serves as the foundation and structure for the municipality's yearly budgets, performance management system, and medium-term spending framework; and
- aims to advance integration by striking a balance between the economic, ecological, and social tenets of sustainability without sacrificing the institutional strength needed for execution, and by coordinating efforts across sectors and realms of government.

## List of Abbreviations

Abbreviation	Description
<b>CITP</b>	Comprehensive Integrated Transport Plan
<b>GRDM</b>	Garden Route District Municipality
<b>IDP</b>	Integrated Development Planning
<b>IGR</b>	Intergovernmental Relations
<b>MFMA</b>	Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003)
<b>MSA</b>	Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000)
<b>MTREF</b>	Medium Term Revenue Expenditure Framework
<b>SDBIP</b>	Service Delivery Budget Implementation Plan
<b>SPLUMA</b>	Spatial Planning Land and Use Management Act

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# 1. Introduction and Background

## Purpose of the 5<sup>th</sup> Generation IDP Process Plan / Time Schedule

Integrated development planning is the primary instrument used by local governments to carry out their responsibilities under the South African Constitution and other relevant laws. Integrated development planning is considered as a function of municipal administration, as part of an integrated system of planning and delivery, as opposed to the role that municipal strategic planning has traditionally performed.

The municipality's 5th Generation Integrated Development Plan (IDP) will be written, adopted, and reviewed during the implementation period of 2022–2027, and the Integrated Development Plan (IDP) Process Plan / Time Schedule is the first process of the newly elected Council that paves the way and articulates the progressive activities and processes the municipality will embark on. The process plan ensures the creation of an IDP-based budget by improving integration and alignment between the IDP and the Budget.

The Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) (MSA) regulates the creation of the Process Plan / Time Schedule to ensure that the IDP meets minimum quality standards and that all stakeholders, including the Council, administration, various spheres of government, institutional structures, ward committees, and various community-based organisations, are properly coordinated.

All municipal planning, budgeting, performance management, performance reporting, and public and stakeholder engagement activities are included in the IDP Process Plan. The development of a Process Plan, which is the IDP Process outlined in paper, requires Council acceptance. The following must be included in this strategy:

- A schedule outlining the timelines for the various planning processes;
- Appropriate methods, processes, and procedures for local communities, state institutions, traditional authority, and other key players to be consulted and included in the IDP writing process;
- A description of the administrative setup for the IDP procedure;
- Plans and requirements that are legally binding, such as policy and law, as well as mechanisms and processes for vertical and horizontal alignment.

## 2. Area of the IDP

The IDP will be applicable to the George Municipal Area. The municipal area is 5191km<sup>2</sup> and spans the Southern Cape and Little Karoo regions of the Western Cape Province and is situated halfway between Cape Town and Port Elizabeth. The area administered by the George Municipality forms part of the larger Garden Route District Municipality's jurisdictional area. The George Municipal Area is bordered by the Oudtshoorn- and Mossel Bay Municipal areas (Western Cape province; Garden Route District) in the west and north-west and by the Dr Beyers Naude- and Kou-Kamma Municipal areas to the north, north-east and east (Eastern Cape province: Sarah Baartman District) and by the Knysna- and Bitou Municipalities (Western Cape province; Garden Route District) to the south and southeast. George Municipality administers a vast and diverse geographic area that extends from the dry and climatically extreme Little Karoo in the north, to the wetter more temperate Garden Route in the south. It is an area of considerable natural assets and beauty, including expansive mountains and forests, wilderness areas, a varied coastline, and extensive lakes, rivers and estuaries. Its natural assets include parts of the Garden Route National Park and the Baviaanskloof Wilderness Area. The municipal area also includes fertile

farmlands and timber plantations along the coastal plain, fruit orchards in the Langkloof and arid grazing areas in the Little Karoo.

Other main towns within the George Municipal area include Uniondale and Wilderness – with service hinterlands geographically separated from the main city area George. Small rural or tourism settlements include Haarlem, Herold's Bay, Victoria Bay, Touwsrante, Hoekwil, Kleinkrantz, – and various hamlets and rural places like Avontuur, De Vlucht, Herold and Noll. Main Routes include the N9 to Graaf Reinet, the N12 linking to Oudtshoorn, Beaufort West and linking to the N1, and R62 in the Langkloof – connecting the rural hinterland to the east (Gqeberha) and to the N2, being the 'coastal corridor' linking Cape Town to Gqeberha.

### **3. Preparation for the process**

The Process Plan should encapsulate the following:

- the connection between the District Framework, the Process Plan, and the Time Schedule;
- The allocation of roles and responsibilities in the IDP development process;
- Institutional procedures for the process;
- Methods for public participation;
- Specific tasks to be completed, together with deadlines and resource needs ;
- Processes and procedures for alignment with external stakeholders; and
- Mandatory planning and policy requirements at national and provincial spheres.

### **4. Relationship between the District Framework / Process Plan / Time Schedule**

The District Framework (Section 27 Framework) seeks to direct efficient, effective, and economically motivated planning initiatives and innovations in response to the current socio-economic realities by ensuring that the district and local municipalities in a specific demarcated area, as well as the national and provincial planning processes, are mutually linked to inform and complement each other.

The table below aims to establish a high-level difference between the IDP Process Plan and Time Schedule developed in accordance with Section 21 of the MFMA.

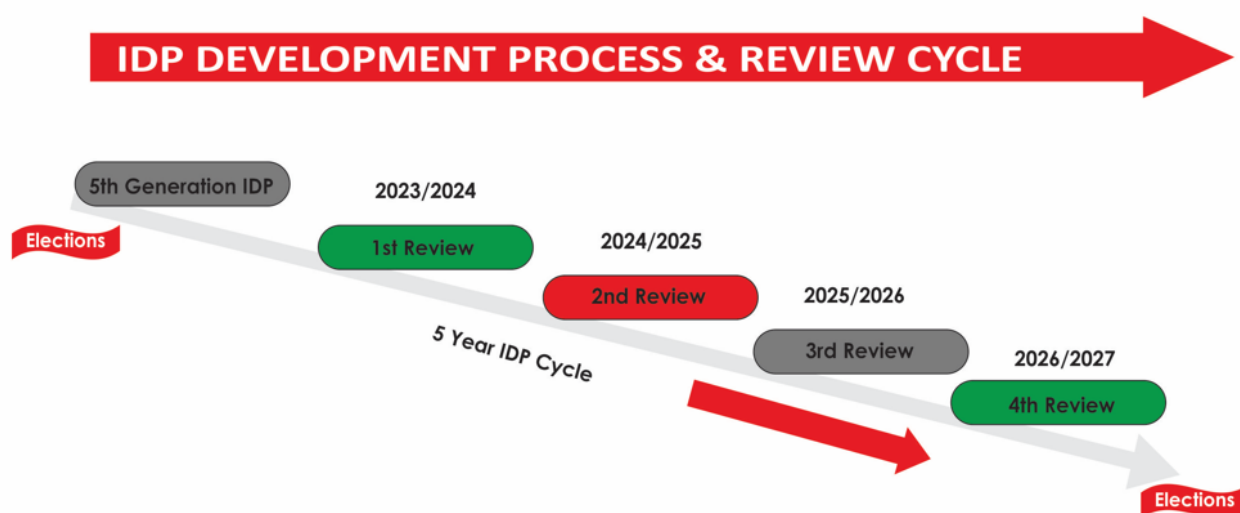
**Table 1: Relationship between District Framework, Process Plan and Time Schedule**

District Framework	Process Plan (Five Year)	Time Schedule (Annually)
<p>The district municipality is required to approve the District Framework in line with section 27 of the MSA within a certain time following the commencement of its elected term.</p> <p>The Framework, among other things, imposes obligations on the district and the local municipalities under its jurisdiction with regard to binding laws, IDP issues that need to be aligned, and processes for consultation during the preparation of each entity's own IDP.</p>	<p>The IDP Process Plan is a procedure that is laid out in writing to direct the planning, development, adoption, and evaluation of its first 5-year IDP following the commencement of Council's elected term. It is in compliance with Section 28 of the MSA.</p> <p>It includes actions that must be conducted in order to produce an actual IDP and assist the local municipalities' IDP processes in order to achieve alignment.</p>	<p>According to section 21 of the MFMA, the Council must establish a Time Schedule defining important dates for the presentation and approval of the annual review of the IDP and any adjustments to it, as well as any revisions to the IDP and consultation procedures that are a part of the annual IDP and Budget review.</p>

## 5. IDP Process Planning

### Five Year IDP Cycle

**Figure 1: Five-year IDP Cycle**



## 6. Phases of the IDP Annual Process

According to section 21 of the MFMA, the Council must establish a Time Schedule defining important dates for the presentation and approval of the annual review of the IDP and any adjustments to it, as well as any revisions to the IDP and consultation procedures that are a part of the annual IDP and Budget review.

**Table 2: Phases of the IDP annual process**

Phases	Time Frame	Tasks	Responsible
Analysis	September - October	<p><b>External Analysis</b></p> <ul style="list-style-type: none"> <li>Review sector plans and priorities implementation of sector plans recommendations.</li> <li>Review / amendment of Spatial Development Framework.</li> </ul>	All departments



Phases	Time Frame	Tasks	Responsible
		<ul style="list-style-type: none"> <li>Socio Economic Analysis.</li> <li>Public participation: Community needs analysis and inputs.</li> </ul> <b>Internal Analysis</b> <ul style="list-style-type: none"> <li>Review Long Term Financial Plan.</li> <li>IDP needs analysis.</li> </ul>	Planning and Economic development  IDP/PMS/PP Section Finance IDP/PMS/PP Section
Strategy and action	October – November	<b>Strategic Planning</b> MayCo and management consider external and internal analysis and strategies around the 5-year development priorities and operational strategies (programmes / projects / activities and actions).	Executive Management Council
Project and programme Identification	November - December	Details of the possible solutions are discussed to determine what is needed (budget, timing, how long, when, by who).	Executive Management Senior Managers / Managers Project Managers
Integration	December – February	<ul style="list-style-type: none"> <li>Identified projects are integrated and budgeted for through internal meetings.</li> <li>Intergovernmental alignment – align municipality strategy with national, provincial and district municipality development policies and planning instruments.</li> </ul>	Executive Management / Senior Managers / Managers  IDP/PMS/PP Section Financial Management Services
Approval	March – April	<ul style="list-style-type: none"> <li>Draft IDP is tabled at Council for approval.</li> <li>Consultation with the public and stakeholders on the draft IDP and Budget.</li> </ul>	IDP/PMS/PP Section Council
	May	Adoption of final IDP document and budget.	Council

## 7. Legal Context

### 7.1 IDP Process Plan / Time Schedule

In accordance with the MSA, Section 28:

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

Section 29(1) of the MSA prescribes that:

The process must –

- be in accordance with a predetermined programme specifying timeframes for the different steps;
- through appropriate mechanisms, processes and procedures established in terms of Chapter 4, allow for –
  - the local community to be consulted on its development needs and priorities;
  - the local community to participate in the drafting of the integrated development plan; and
  - organs of state, including traditional authorities, and other role players to be identified and consulted on the drafting of the integrated development plan;

- (c) provide for the identification of all plans and planning requirements binding on the municipality in terms of national and provincial legislation; and
- (d) be consistent with any other matters that may be prescribed by regulation.

## **7.2 Integrated Development Plan (IDP)**

The MSA obligates all municipalities to undertake a process of preparing and implementing IDPs. According to Chapter 5 and Section 25(1) of the MSA.

*Each municipal council must, within a prescribed period after the start of its elected term, adopt a single, all-inclusive and strategic plan for the development of the municipality which;*

- (a) Links integrates and coordinates plans and considers proposals for the development of the municipality;
- (b) Aligns the resources and capacity of the municipality with the implementation of the plan;
- (c) Complies with the provisions of this Chapter; and
- (d) Is compatible with national and provincial development plans and planning requirements binding on the municipality in terms of legislation.

In terms of Section 32 of the MSA:

A municipal council must

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

## **7.3 Annual Budget**

This relationship between the Annual Budget and the IDP has been enshrined by the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) (MFMA) and the related budget guidelines. Therefore, it is crucial that the budget and IDP procedures be integrated in a way that ensures the policies connected to the IDP and budget, as well as the final budget, are mutually consistent and believable. Regarding the municipality's competence to spend money and provide services in line with its authorised budget, we use the term "credibility."

Chapter 4 and Section 21(1) of the MFMA indicates that:

The Mayor of a municipality must;

At least 10 months before the start of the budget year, table to the municipal council a time schedule outlining key deadlines for –

- (i) The preparation, tabling and approval of the annual budget;
- (ii) The annual review of -
  - The integrated development plan in terms of section 34 of the Municipal Systems Act; and the budget-related policies.
- (iii) The tabling and adoption of any amendments to the integrated development plan and the budget-related policies; and
- (iv) The consultative processes form part of the processes referred to in subparagraphs (i), (ii) and (iii).

## **7.4 The Service Delivery and Budget Implementation Plan (SDBIP)**

The Service Delivery and Budget Implementation Plan (SDBIP) is an implementation plan of the approved IDP and Medium-Term Revenue and Expenditure Framework (MTREF). Therefore, only projects that are budgeted

for are implemented. The SDBIP serves to address the development objectives as derived from the approved IDP.

Section 1 of the MFMA defines the SDBIP as:

“a detailed plan approved by the mayor of a municipality in terms of section 53(1)(c)(ii) for implementing the municipality’s delivery of services and the execution of its annual budget and which must include (as part of the top-layer) the following:

- (a) projections for each month of-
  - (i) revenue to be collected, by source; and
  - (ii) operational and capital expenditure, by vote;
- (b) service delivery targets and performance indicators for each quarter”

## **8. Spatial Development Framework (SDF)**

In terms of Section 20(2) of the Spatial Planning and Land Use Management Act, 2013 (Act No. of 2013) (SPLUMA) a municipal SDF must be prepared as part of the municipal IDP.

- Mechanisms and processes for coordinating with outside parties; Mandatory and relevant planning and policy requirements at the federal and provincial levels; and
- Municipal administration is responsible for this IDP compilation procedure preparation.

Although specific tasks may be assigned, the Management Team is still responsible for the overall process.

## **9. Annual Review and Amendment Process of the Integrated Development Plan**

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

A municipal council must review its integrated development plan-

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

### **9.2 Review**

On an annual basis, municipalities are required to review how they have performed against the pre-determined objectives outlined in the IDP. This is a form of institutional performance review and will inform how the municipality adjusts its focus and operations to meet the targets. If there are minor adjustments, there is no need to formally amend the IDP.

### **9.3 What the review is not**

The Review is not designed to interfere with the municipality's long-term strategic direction in order to adapt new developments and increased demands, nor is it meant to replace the 5-year IDP.

### **9.4 Amendment**

Within the term of office, a municipal IDP may need to be amended when there have been significant unexpected changes within the municipality that require a reorganisation of the municipal priorities and

budgets. It is noted that IDP amendments should only be required under exceptional circumstances and should not be done without significant justification. The process for amending a municipal IDP is laid out in section 3 of the regulations and is similar to that of adopting a new IDP.

**Table 3: Process to amend IDP**

Review	
Council to review the IDP based on: a) Assessment of performance measures; and b) Demand based on changing circumstances.	Annually
Amendment (if required)	
a) A council member or committee introduces a proposal to amend the IDP; b) A memo detailing the reasons to amend; c) Give reasonable notice to members of council; d) Publish proposed amendment for 21 days; e) Consultations between the district and locals; and f) Council adopt the IDP.	If / when required

## 10. Components for inclusion in the IDP document

The following key components to be included in the 5<sup>th</sup> Generation IDP 2022 – 2027:

### 10.1 Legally required content

#### Section 26 of the MSA: Core components of integrated development plans

An integrated development plan must reflect-

- (a) the municipal council's vision for the long-term development of the municipality with special emphasis on the municipality's most critical development and internal transformation needs;
- (b) an assessment of the existing level of development in the municipality, which must include an identification of communities that do not have access to basic municipal services;
- (c) the council's development priorities and objectives for its elected term, including its local economic development aims and its internal transformation needs;
- (d) the council's development strategies which must be aligned with any national or provincial sectoral plans and planning requirements binding on the municipality in terms of legislation;
- (e) a spatial development framework which must include the provision of basic guidelines for a land-use management system for the municipality;
- (f) the council's operational strategies;
- (g) applicable disaster management plans;
- (h) a financial plan, which must include a budget projection for at least the next three years; and
- (i) the key performance indicators and performance targets determined in terms of section 41.

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

- (1) A municipality's integrated development plan must at least identify-
  - (a) the institutional framework, which must include an organogram, required for-
    - (i) the implementation of the integrated development plan; and
    - (ii) addressing the municipality's internal transformation needs, as informed by the strategies and programmes set out in the integrated development plan;
  - (b) any investment initiatives in the municipality;
  - (c) any development initiatives in the municipality, including infrastructure, physical, social, economic and institutional development;

- (d) all known projects, plans and programmes to be implemented within the municipality by any organ of state; and
  - (e) the key performance indicators set by the municipality.
- (2) An integrated development plan may-
- (a) have attached to it maps, statistics and other appropriate documents; or
  - (b) refer to maps, statistics and other appropriate documents that are not attached, provided they are open for public inspection at the Offices of the municipality in question.
- (b) A financial plan reflected in a municipality's integrated development plan must at least-
- (a) include the budget projection required by section 26(h) of the Act;
  - (b) indicate the financial resources that are available for capital project developments and operational expenditure; and
  - (c) include a financial strategy that defines sound financial management and expenditure control, as well as ways and means of increasing revenues and external funding for the municipality and its development priorities and objectives, which strategy may address the following:
    - (i) revenue-raising strategies;
    - (ii) asset management strategies;
    - (iii) financial management strategies;
    - (iv) capital financing strategies;
    - (v) operational financing strategies; and
    - (vi) strategies that would enhance cost-effectiveness.
- (3) A spatial development framework reflected in a municipality's integrated development plan must-
- (a) give effect to the principles contained in Chapter 1 of the Development Facilitation Act, 1995 (Act No. 67 of 1995);
  - (b) set out objectives that reflect the desired spatial form of the municipality;
  - (c) contain strategies and policies regarding the manner in which to achieve the objectives referred to in paragraph (b), which strategies and policies must-
    - (i) indicate desired patterns of land use within the municipality;
    - (ii) address the spatial reconstruction of the municipality; and
    - (iii) provide strategic guidance in respect of the location and nature of development within the municipality.
  - (d) set out basic guidelines for a land use management system in the municipality;
  - (e) set out a capital investment framework for the municipality's development programmes;
  - (f) contain a strategic assessment of the environmental impact of the spatial development framework;
  - (g) identify programmes and projects for the development of land within the municipality;
  - (h) be aligned with the spatial development frameworks reflected in the integrated development plans of neighbouring municipalities; and
  - (i) provide a visual representation of the desired spatial form of the municipality, which representation -
    - (i) must indicate where public and private land development and infrastructure investment should take place;
    - (ii) must indicate desired or undesired utilisation of space in a particular area;
    - (iii) may delineate the urban edge;
    - (iv) must identify areas where strategic intervention is required; and
    - (v) must indicate areas where priority spending is required.

## 10.2 Proposed table of contents for the 5th Generation IDP 2022 – 2027

The table below is a proposed table of contents for the IDP:

*Table 4: Proposed table of content*

Heading/s	Content
Governance and Institutional arrangements	<ul style="list-style-type: none"> <li>Context</li> <li>Integrated development planning</li> <li>Legal status of the IDP</li> <li>Fifth Generation IDP</li> <li>Relationship between the IDP, budget, performance management and risk management</li> <li>The IDP and ward-based plans</li> <li>The planning processes</li> <li>The Council, MayCo and Executive Management</li> </ul>
State of the Greater George	<ul style="list-style-type: none"> <li>Socio-economic analysis of the municipal area</li> <li>Clear development vision</li> </ul>
Vision, Objectives and Strategies	<ul style="list-style-type: none"> <li>Strategic Policy Context; and</li> <li>Alignment with national and provincial programmes.</li> </ul>
Spatial Development Framework	<ul style="list-style-type: none"> <li>An indication of the spatial pattern of development in the municipality – this should provide a spatial summary of the problems, opportunities, strategies and programmes and must reflect the SDF</li> </ul>
One Plan	<ul style="list-style-type: none"> <li>This section details the capital budget and programmes of other spheres of government-aligned to the IDP objectives of George Municipality</li> </ul>
Sector Plans and Implementation	<ul style="list-style-type: none"> <li>Sectoral plans and implementation of strategies</li> <li>Sector plan alignment</li> </ul>
Community Participation	<ul style="list-style-type: none"> <li>Public expression and needs identification of the community and stakeholders</li> </ul>
Financial Plan	<ul style="list-style-type: none"> <li>A strategic framework for financial management, key financial policies and strategies are outlined in this section.</li> <li>To provide an overview of the 3-year municipal budget, as well as analysis and explanation thereof.</li> <li>To provide insight on the allocated funds for operations and maintenance costs of municipal fixed assets.</li> <li>To give an overview of the projects with committed funding, which are not on the municipal budget but from other service providers (MTREF allocations inclusive of sector departments' allocations / projects).</li> </ul>
Organisational Scorecard; 5 years and 1 year	<ul style="list-style-type: none"> <li>Contains Council's development objectives, strategies, indicators, and targets for the entire term of Council.</li> <li>One-year implementation plan – Service Delivery Budget Implementation Plan (SDBIP).</li> </ul>

## 11. Matters, Mechanisms and Procedures for Alignment and Consultation

### 11.1 Horizontal and Vertical Alignment

- Framework / Process Plan:** In terms of Chapter 5, Section 26 of the MSA, District Municipalities are required to prepare and adopt a Framework Plan, which indicates how the District and Local Municipalities will align their IDPs. The Framework Plan provides the linkage and binding relationships to be established between the district and local municipalities in the region and in so doing, proper consultation, coordination and alignment of the IDP process within the district and the various local municipalities can be maintained.



- **Sector Department alignment:** This is essential to ensure that the district and local municipalities' priorities are reflected in the different provincial departments' project prioritisation process and in turn, that the provincial department's projects are reflected in the IDP. Regular and strategic meetings with the Sector Departments would be required during the different phases of the IDP Review.
- **Horizontal / Vertical alignment:** This focus on addressing issues at both District and Local municipal levels, while vertical alignment will focus on issues that affect the municipalities from the National and Provincial departments, and other organisations. Planning, therefore, needs to be informed by all stakeholders in order to effectively and efficiently allocate resources.
- Mechanisms that will ensure alignment of matters between the Garden Route District Municipality and George Municipality will be done by way of participating in the District IDP Managers Forum and the District Public Participation Forum.

## 11.2 Intergovernmental Relations (IGR) Structures

The following IGR structures will be utilised to drive the IDP processes in joint planning initiatives with GRDM:

- District IDP Managers Forum;
- District Public Participation Forum;
- Joint District Metro Approach;
- District Co – ordinating Forum (DCF);
- Municipal Managers Forum; and
- Provincial IDP Indaba's, MGRO, LGMTEC and Indaba Working Group.

## 11.3 Binding plans, planning requirements and policy on National, Provincial and Local Level

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

### 11.3.1 Acts

- Constitution of the Republic of South Africa, Act 108 of 1996
- Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) (MSA)
- Local Government: Municipal Structures Act, 117 (Act 117 of 1998) (MSA)
- Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003)
- Disaster Management Act, 2002 (Act 57 of 2002)
- Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013)
- The Housing Act, 1997 (Act 107 of 1997)
- 

### 11.3.2 Policy Frameworks

The following policy frameworks must be taken into consideration throughout the planning, development, adoption, implementation and Performance Management processes of the municipal IDPs within the Garden Route District region. In addition, policy directives across the spheres of government also need to be considered, namely:

- The State of the Nation Address;
- The State of the Province Address;
- Sustainable Development Goals;
- National Development Plan;
- Medium Term Strategic Framework;
- Provincial Strategic Plan;
- National Spatial Development Plan (NSDP);
- Provincial Spatial Development Framework; and
- One Plan outcomes.

### **11.3.3 Municipal Sector Plan**

- Air Quality Management Plan;
- Integrated Human Settlements Plan ;
- Comprehensive Integrated Transport Plan (CITP);
- Integrated Waste Management Plan (IWMP);
- Electrical Master Plan;
- Energy Master Plan;
- Economic Development Strategy;
- Bulk Raw Water Master Plan;
- Streets and Storm Water Master Plan;
- Safety and Security Strategy;
- Local Economic Development Strategy;
- Disaster Management Plan;
- Community Development Strategy;
- Infrastructure Growth Plan;
- Information Communication Technology Strategy.

### **11.3.4 Planning Tools**

- Key Performance Areas and targets;
- IDP District Framework and Process Plan;; and
- Public participation programmes.

### **11.3.5 The Municipality to also consider the following documents:**

- Garden Route District Municipality: Integrated Development Plan;
- Spatial Development Framework;
- Existing Master Plans;
- Existing approved Disaster Management Plans; and
- One Plan outcomes.

## 12. Roles and Responsibilities in the IDP Process Plan

All role players must be well aware of their own and other role players' roles as one requirement of a well-organized IDP process. In respect to the responsibilities that external role players are anticipated to play in the IDP and Budget processes, this section discusses the duties that the municipality must play.

### 12.1 Roles and Responsibilities within Government Spheres

*Table 5: Roles and responsibilities within government spheres*

Role Player	Roles and Responsibilities
George Municipality	<ul style="list-style-type: none"> <li>■ Prepare and adopt the IDP Process Plan.</li> <li>■ Undertake the overall management and co-ordination of the IDP process which includes ensuring that: <ul style="list-style-type: none"> <li>■ all relevant role-players are appropriately involved;</li> <li>■ appropriate mechanisms and procedures for community participation are applied;</li> <li>■ events are undertaken in accordance with the approved time schedule;</li> <li>■ the IDP relates to the real burning issues in the municipality; and</li> <li>■ the sector planning requirements are satisfied.</li> </ul> </li> <li>■ Prepare and adopt the IDP.</li> <li>■ Adjust the IDP in accordance with the MEC's proposal.</li> <li>■ Ensure that the annual business plans, budget, and performance management system are linked to and based on the IDP.</li> </ul>
Garden Route District Municipality	<ul style="list-style-type: none"> <li>■ Prepare the IDP District Framework (MSA, Section 27 Framework), as a mechanism to ensure alignment and integration between IDP's.</li> <li>■ Ensure alignment of the IDP between the municipality and the district municipality (Integrated District and Local Planning).</li> <li>■ Fulfilling a co-ordination and facilitation role in respect of ensuring alignment between district and local planning within the region.</li> <li>■ Preparation of joint strategy workshops between municipality, provincial and national government.</li> <li>■ Facilitate engagements and planning sessions on district wide development and service delivery matters.</li> <li>■ Coordinate District Public Participation and Integrated Development Planning engagements to share information and best practices.</li> </ul>
Western Cape Provincial Government (IDP Directorate)  &  Western Cape Provincial Treasury	<ul style="list-style-type: none"> <li>■ Ensure horizontal alignment of the IDP between the municipality and the district municipality.</li> <li>■ Ensuring vertical and sector alignment between provincial sector departments/ provincial strategic plans and the IDP process at the local / district level.</li> <li>■ Facilitate SIME and LGMTEC and Joint Planning Interventions.</li> <li>■ Guiding the provincial sector departments' participation in and their required contribution to the municipal IDP process; and</li> <li>■ Guiding them in assessing draft IDPs and aligning their sector programmes and budgets with the IDPs.</li> <li>■ Efficient financial management of Provincial IDP grants.</li> <li>■ Monitor the IDP progress.</li> <li>■ Provide guidance to municipalities in compiling the IDP.</li> <li>■ Coordinate and manage the MEC's assessment of the IDP.</li> <li>■ Provide IDP related training where required.</li> <li>■ Share best practices in relation to the IDP document content, strategic alignment, and spatial mapping.</li> <li>■ Provincial Treasury must provide views and comments on the draft budget and any budget-related policies and documentation for consideration by the council when tabling the budget.</li> <li>■ Conduct Medium Term Revenue and Expenditure Framework (MTREF) budget and IDP assessment.</li> </ul>

Role Player	Roles and Responsibilities
National Government	<ul style="list-style-type: none"> <li>■ National Treasury issues guidelines on the manner in which municipal councils should process their annual budgets, including guidelines on the formation of a committee of the council to consider the budget (Section 23(3) of the MFMA).</li> <li>■ Assessments of IDP, Budget and SDBIP.</li> </ul>

## 12.2 Roles and Responsibilities of Political Office Bearers and Ward Committees

*Table 6: Roles and responsibilities of political office bearers and ward committees*

Role Player	Roles and Responsibilities
Council	<ul style="list-style-type: none"> <li>■ Approve and adopt the process and framework plans, as well as IDP and budget.</li> <li>■ Monitor the implementation and approve any amendments of the plan when and if required.</li> </ul>
Executive Mayor and Mayoral Committee	<ul style="list-style-type: none"> <li>■ Consider the IDP and Budget timetable and Process Plan and submit to Council for approval.</li> <li>■ The Mayor must at least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for the preparation, tabling and approval of the annual budget, the annual review of the IDP and budget-related policies, the tabling and adoption of any amendments to the IDP and budget-related policies and consultative processes. (MFMA section 21(1)(b)).</li> <li>■ Overall management, coordination and monitoring of the IDP process.</li> <li>■ Assign and delegate responsibilities in this regard to the Municipal Manager.</li> <li>■ Submit the draft IDP to Council for approval.</li> <li>■ Submit final IDP and Budget to Council for adoption.</li> <li>■ Provide political guidance in IDP and Budget (in terms of section 53(a) of the MFMA).</li> <li>■ Exercise close oversight on Budget Preparation Process.</li> </ul>
Speaker	<ul style="list-style-type: none"> <li>■ Overall monitoring of the public participation processes.</li> <li>■ Oversight of the ward committee system.</li> </ul>
Ward Councillors	<ul style="list-style-type: none"> <li>■ Form a link between the Municipality and residents.</li> <li>■ Assist to communicate the IDP process to their respective wards.</li> <li>■ Play an active role during public consultation and participation.</li> <li>■ Monitor the implementation of the IDP with respect to their wards.</li> <li>■ Provide feedback to their communities on the adopted IDP, Budget and SDBIP.</li> <li>■ Encourage residents to take part in the IDP process.</li> </ul>
Ward Committees	<ul style="list-style-type: none"> <li>■ Assist the ward councillor in identifying the challenges and needs of residents.</li> <li>■ Provide a mechanism for discussion and negotiation between the stakeholders within the ward.</li> <li>■ Advise and make recommendations to the ward councillor on matters and policy affecting the ward.</li> <li>■ Disseminate information in the ward.</li> <li>■ Ensure constructive and harmonious interaction between the Municipality and community.</li> <li>■ Interact with other forums and organisations on matters affecting the ward.</li> <li>■ Draw up a ward plan that offers suggestions on how to improve service delivery in their respective ward.</li> <li>■ Monitor the implementation process concerning its area.</li> </ul>

## 12.3 Roles and Responsibilities of the Administration

*Table 7: Roles and responsibilities of Administration*

Role Player	Roles and Responsibilities
Municipal Manager	<ul style="list-style-type: none"> <li>Managing the entire IDP process as assigned by the Executive Mayor.</li> <li>Fulfil the duties of the Accounting Officer as set out in Sections 68 and 69 of the MFMA.</li> </ul>
Chief Financial Officer	<ul style="list-style-type: none"> <li>The CFO must perform such budgeting duties as delegated by the accounting officer. (MFMA section 81(e).</li> </ul>
Directors / Senior Managers / Managers	<ul style="list-style-type: none"> <li>Provide technical, sector and financial information for analysis for determining priority issues, throughout the IDP Budget process.</li> <li>Provide technical expertise in consideration and finalisation of strategies and identification of projects.</li> <li>Provide departmental, operational, and capital budgetary information.</li> <li>Preparation of project proposals, integration of projects and sector programmes.</li> </ul>
Manager: IDP, Performance Management and Public Participation	<ul style="list-style-type: none"> <li>Prepare an IDP process plan and monitor the timeous implementation thereof.</li> <li>Day to day management and coordination of the IDP process.</li> <li>Ensure stakeholder engagement in the IDP process by organising meetings for engagement.</li> <li>Ensure that the IDP process is participatory and that planning is ward-based oriented.</li> <li>Respond to public and MEC comments on Draft IDP and SDBIP.</li> <li>Compilation of comprehensive and presentable IDP document that complies with all legislative requirements.</li> <li>Amend the IDP document in accordance with the comments of the MEC.</li> </ul>
Senior Manager / Manager: Financial Management Services	<ul style="list-style-type: none"> <li>Responsible for the Management, planning and compilation of Budget.</li> <li>Day to day management and coordination of the Budget process.</li> </ul>

## 13. Public Participation: IDP Process

### 13.1 Public Participation

The George Municipality will create appropriate mechanisms and procedures as in accordance with Chapter 4 of the MSA for continuous engagement and communication with the local community, stakeholders and interested parties.

### 13.2 Communication Approach

Utilising multi-lingual media outlets is an effective and established way in which George Municipality informs the local community on the municipality's public participation efforts and on how to get involved in proposed municipal projects.

The following communication methods and strategies will be used during the public participation process:

- Municipal website;
- Social media;
- My Smart City App;
- WhatsApp Notifications; and
- Email;

- Online Public Meetings.

### **13.2.1 Municipal Website**

The municipal website will be the official online platform to publish public participation notices and information on engagements.

### **13.2.2 Social Media**

The George Municipality have two social media accounts, Facebook and Twitter. Both platforms are primarily used to share municipal information on a regular basis. Said platforms are also used to do marketing campaigns and or to create public awareness around issues pertinent to the business of the municipality.

Facebook and Twitter will be used to inform residents of the public participation process and the means available to the community, businesses, and stakeholders to participate in the development, review and or amendment of the **5<sup>th</sup> Generation IDP 2022 – 2027**.

General information regarding the importance of public participation will be conveyed regularly on social media posts and on the municipal website. In these information pieces, members of the community will be encouraged to participate in the public participation process.

### **13.2.3 My Smart City App**

The George Citizen App will also be utilised to solicit public input during public participation processes. Residents will be offered the opportunity to submit their inputs on the IDP remotely via **cell phone** or **computer**.

### **13.2.4 WhatsApp Notifications**

Technology has been heralded to connect people to their local government, improve public participation, and hold governments to account.

In a resource-constrained context, existing technologies such as social media and WhatsApp can serve as direct lines between the municipality and the local community and equitably surface the needs of the community; not just those with “inside access” — reinforcing an inclusive and actionable dialogue between the municipality and its residents.

In contrast to SMS messaging, WhatsApp messaging is more cost-effective and multi-faceted in its application. It can send location data, messages and large attachments at a fraction of the cost.

WhatsApp messaging will also be harnessed to broaden the municipality’s reach, especially the rural community within the George Municipal area.

### **13.2.5 Email**

George Municipality has a vast database of email addresses accumulated over a number of years through its public participation engagements. This database is regularly updated to add additional new email addresses. Emails will be used to keep the community informed about public participation engagements and platforms for engagements.

## **14. Conclusion**

The 2022 – 2027 IDP and Budget Process Plan will guide the planning, drafting, adoption and review of George Municipality’s IDP, including any related planning instruments as envisaged in Section 28(1) of the MSA.



**Annexure A: INTEGRATED DEVELOPMENT PLANNING DISTRICT FRAMEWORK  
(2022 – 2027)**

**Annexure B: AMENDED SDF / IDP / BUDGET TIME SCHEDULE / PROCESS PLAN  
FOR 2023/24**