

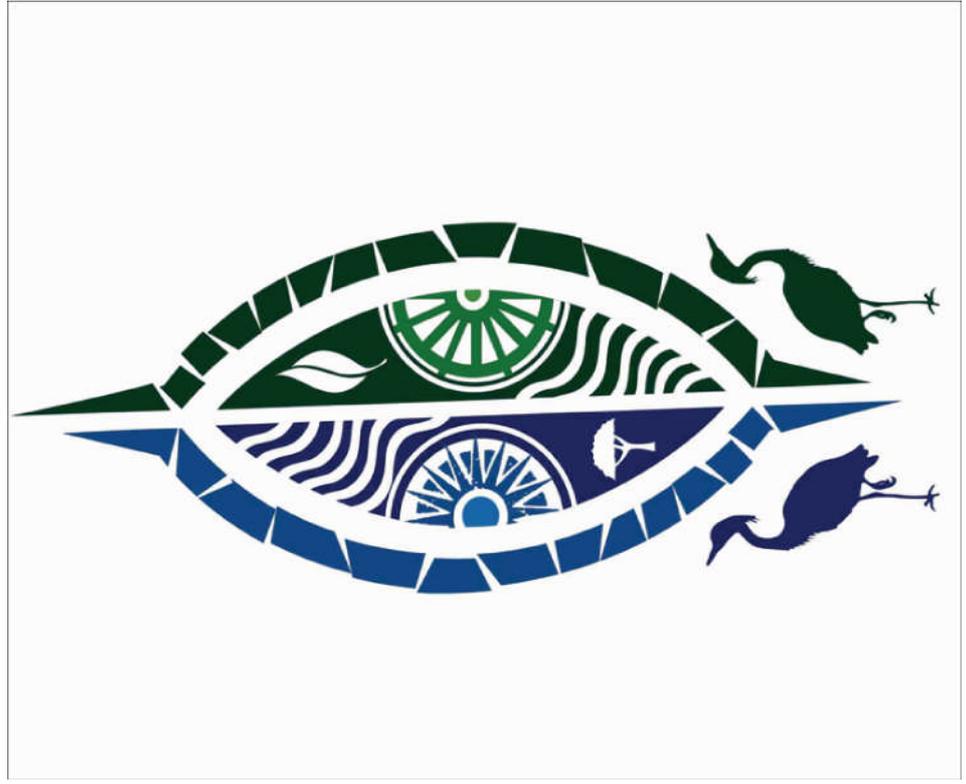
**INTEGRATED DEVELOPMENT PLAN  
(IDP) 2007-2012**

**FRAMEWORK**

**[IDP Review 2011-12]**



*Dr Kenneth Kaunda  
District Municipality*



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## 1. Introduction

The underlying principle for the development of an IDP framework is Section 27 of the Local Government: Municipal Systems Act, 2000 that delegates responsibility for preparing an IDP framework to the district municipality. The Section reads as follows:

- (1) Each district municipality, within a prescribed period after the start of its elected term, after following a consultative process with the local municipalities within its area, must adopt a framework for Integrated Development Planning in the area as a whole.*
- (2) A framework referred to in subsection (1) binds both the district municipality and local municipalities in the area of the district municipality, and must at least-*
  - (a) identify plans and planning requirements binding in terms of national and provincial legislation on the district and local municipality or any specific municipality;*
  - (b) identify the matters to be included in the integrated development plans of the district municipality and the local municipality that require alignment.*
  - (c) specify the principles to be applied and co-ordinate the approach to be adopted in respect of those matters; and*
  - (d) determine procedures-*
    - (i) for consultation between the district municipality and the local municipalities during the process of drafting their respective integrated development plans; and*
    - (ii) to effect essential amendments to the framework.*

The district IDP framework is binding to both the district and local municipalities. A district municipality must conduct its own IDP Planning in close consultation with the local municipalities in that area.

According to Section 2 of the Local Government: Municipal Planning and Performance Management Regulations, promulgated under Notice R796 dated 24 August 2001, the IDP Framework is not the same document as the Institutional Framework which must also be part of the IDP Document itself, and further states;

- 2. (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**

The function of the framework is to ensure that the processes of the development and review of district and local IDPs are mutually linked and can inform one another. Parallel processes are supposed to be smoothly interlinked, meaning all have to agree on a joint time schedule and some crucial joint milestones.

The framework has to be adopted by all the municipalities in the Dr Kenneth Kaunda District, including the Dr Kenneth Kaunda DM, and it has to be used by all municipalities as a base for drafting their process plans.

## **2. Process for Amending Integrated Development Plans**

In any given financial year, a municipality may be required to amend its integrated development plan in order to;

- i. maintain and foster alignment to budget expenditure when spending requirements so desires
- ii. cover for changing circumstances so as to redirect resources to where there is urgent need (as in unexpected disasters)
- iii. formalize information submitted late by other sectors into the municipality system
- iv. respond to normal budget adjustments
- v. account for diverted funds or resources from where need has ceased to exist
- vi. in the case of the district municipality, respond to changed priorities from a specific local municipality
- vii. respond to a particular provincial or national legislative change or proclamation

Section 3 of the Local Government: Municipal Planning and Performance Management Regulations, prescribes a comprehensive process for amending the IDP

## **3. Organizational Structure**

During the original Integrated Development Planning process in 2001/2002 an organizational structure was established to co-ordinate the Integrated Development Plan process. This organizational structure comprises three committees namely the District IDP Forum, the District IDP Steering Committee and the IDP Co-ordinating Committee. The Dr Kenneth Kaunda District Intergovernmental Relations (IGR) Forum was effectively used as a complementary structure to ratify some decisions before they were tabled in the IDP Representative Forum since the 2007 planning process. The extended version (Extended IGR) of the forum was utilized for the second time in the 2008/09 review process and has become institutionalized.

Another complementary structure that consists of the Office of the Premier, provincial sector departments, local municipalities and SALGA has since been constituted. This structure has increased the number of times it convened annually from one (1) in 2007/08 to the envisaged three (3) in which it will be convened in the 2010/011 review process. Its main purpose is to align the local municipality and district IDPs with provincial programs.

On the political side is the District IDP Representative Forum that comprises the Executive Mayor of Dr Kenneth Kaunda DM (chairing the meetings), Executive Mayors, Mayors from local municipalities and representatives of all the political parties, state owned enterprises (SOEs), Church Based Organizations (CBOs), Non-governmental Organizations (NGOs) and the Private Sector. This structure combines both the political and administrative leadership in government with business.

At the official and technical levels the District IDP Steering Committee consists of the Municipal Manager who chairs the meetings, Heads of Departments, Members of the Mayoral Committee and the IDP Manager.

The IDP Coordinating Committee consists of the district IDP Manager (who chairs the meetings) and IDP Managers and Coordinators of the local municipalities. From the 2010/11 planning process, the Office of the Premier, Department of Developmental Local Government (NW) and SALGA-NW will be invited to these meetings. The district IDP Co-ordinating Committee meets on regular bases to fulfill the following objectives:

- ⊕ Discuss contributions for each phase outlined,
- ⊕ To report back on progress made during the past month in terms of implementation of IDP proposals,
- ⊕ To discuss problems encountered and possible solutions,
- ⊕ To discuss technical matters with relevant provincial/national departments,
- ⊕ To review the implementation programs and agree on its changes, and
- ⊕ To facilitate alignment between municipalities and sector departments.

Representatives from the provincial departments represent an IDP External Committee where local IDP and senior managers are also invited.

Following the meeting of the district IDP Steering Committee, progress reports will be forwarded to the district IDP Representative Forum for consideration. The district IDP Rep Forum will meet as and when required.

Starting with the 2008-2009 IDP Review Process, some local municipalities in the Dr Kenneth Kaunda District will introduce Community-Based Planning (CBP) in their Process Plans and this will be accompanied by a higher involvement of Ward Committees in the development of Ward Plans. This will require flexible programming, support and monitoring on the side of the Dr KKDM in order to provide sustained assistance.

#### **4. Framework Program and Timeframes**

The target date for completion of all the phases is **end March every year**, which implies that the draft reviewed Integrated Development Plans of all local municipalities, should be completed by **March annually**. The Dr KKDM will adapt its programs according to the completion dates of the local municipalities, depending on their realistic plans and legislative requirements. The district IDP Office is available to assist local municipalities in all phases and it would be appreciated if local municipalities inform/invite this office in advance.

##### **Phase 1: Analysis**

This phase of the process comprises the livelihood analysis through community participation. This process needs to be completed by **mid September**.

##### **Phase 2: Strategies**

This phase will commence towards the **end of September** and will again entail the development of strategies associated with each of the priority issues raised in Phase 1. The provincial/national departments and other parastatal organizations will be involved in the strategy phase of the IDP. It is anticipated that the strategy phase should be completed by **end September**. The strategies phase is also informed by the strategic goals of the individual municipality and those of the specific department or unit of the municipality.

##### **Phase 3: Projects**

**In October-November** the projects emanating from the strategies and priority issues will be revised and confirmed where necessary, additional information on projects will be obtained.

##### **Phase 4: Integration**

**In January-February** the District IDP Steering Committee will then focus on integrating components of the Integrated Development Plans of the five local municipalities and the Dr KKDM. The District IDP Office will have to be informed by local municipalities about their IDP Steering Committee and IDP Representative Forum meetings.

##### **Phase 5: Approval**

The revised Draft Integrated Development Plan of Dr KKDM must be completed and published for comments **in March-April-May**, subsequent to the completion of the local municipalities' phases. **A period of at least 21 days** must be allowed for comments in terms of Section 3 (4) (b) of the Local Government: Municipal Planning and Performance Management Regulations, promulgated under Notice R796 dated 24 August 2001.

The completed Integrated Development Plans of the local municipalities must be tabled for consideration by the municipality on time to ensure that the Integrated Development Plan of Dr KKDM is adopted on time. This will again lead the way for budgeting processes for the following financial year to proceed according to legislative requirements.

Community participation is a fundamental part of the Integrated Development Plan process and local municipalities must conduct community participation programmes, both in terms of monitoring the implementation of Integrated Development Plans, as well as the revision of the Integrated Development Plan process. The results and findings from the implementation process will continuously feed into the various phases of the Integrated Development Plan. *The accompanying table outlines the time frames of the process:*

| IDP Meetings                                | Date                 | IDP Phase   |
|---|----------------------|---|
| Community-based Planning (CBP) Workshop     | August               | Training in 2007 financed by the Dr KKDM  |
| IDP Coordinating Committee                  | August               | Analysis  |
| IDP Skills Training Workshop                | August               | ⊕ Training in 2007 financed by the Dr KKDM<br>⊕ Training repeated in 2009, financed by DBSA   |
| IDP Steering Committee                      | August               | Analysis  |
| IDP Coordinating Committee                  | Early September      | Strategies  |
| IDP Steering Committee                      | Mid September        | Strategies  |
| IDP External Committee (Sector Departments) | Late September       | Analysis & Strategies (at local municipalities)   |
| <b>IDP Representative Forum</b>             | <b>Early October</b> | <b>Reaffirm analysis and strategies (local municipalities)</b>  |
| IDP External Committee (Sector Departments) | Mid October          | Sector Departments make first half-yearly implementation reports on current year projects   |
| IDP Coordinating Committee                  | Mid October          | Projects  |
| IDP Steering Committee                      | Late October         | Projects  |
| IDP External Committee                      | Early November       | Projects  |
| IDP External Committee (Sector Departments) | November-December    | ⊕ Integration<br>⊕ Presentations on forthcoming financial year plans (projects/programs) (At district municipality level)   |
| IDP Coordinating Committee                  | January              | Integration   |
| IDP Steering Committee                      | January              | Integration   |
| Executive Mayoral Road Shows                | February-March       | Identification and confirmation of the Dr KKDM-funded projects in local municipalities  |
| IDP External Committee (Sector Departments) | March-April          | ⊕ Integration and finalizing projects and programs funded by sector departments<br>⊕ Sector Departments make second half-yearly implementation reports on current year projects |
| Extended IGR Forum                          | February-March-April | Finalizing the Dr KKDM-funded projects in local municipalities  |
| <b>IDP Representative Forum</b>             | <b>Sept-April</b>    | <b>Reaffirm projects and integration as per municipality</b>  |
| <b>Approval</b>                             | <b>March-May</b>     | <b>Advertisements, tabling and adoption of the draft IDP by Councils in the Dr KKDM</b>   |

**Table: Time Frames of the IDP Development Process for the DM**

## 5. Issues, Mechanisms and Procedures for Alignment

Alignment is the purposeful effort to establish harmony and co-operation where the entire IDP process is linked with different sector departments in order to achieve the stated goals. Furthermore, alignment can also be seen as the process aimed at the integration of the activities of different sector departments. More attention must be paid to alignment of the IDP process at all phases to ensure that the process functions as much as possible as a unit. From this it can be concluded that the activities of the different sector departments influence one another and also influence the objectives of the IDP process as a whole. A lack of alignment often leads to a loss of time and resources. Therefore different sector departments and the district municipalities working together is an asset to the IDP process.

For alignment purposes the district IDP Co-ordinating Committee was established with the following roles and responsibilities:

- ⊕ Capacitating councilors/Officials involved in the IDP process through the sharing of knowledge and experiences,
- ⊕ Coordinating and monitoring of the IDP process of different municipalities.
- ⊕ Alignment of IDPs of different municipalities.
- ⊕ Standardization of certain processes, information gathering and outputs for the entire district.
- ⊕ Communication channels between the different IDP Steering committees.
- ⊕ Co-ordination and integration of other plans to be produced.
- ⊕ Advise and make recommendations to the IDP Steering Committee on issues of district interest.
- ⊕ Monitoring the progress of the IDP process.
- ⊕ Facilitating the resolution of any disputes relating to IDPs.

The principle is to make the committee all inclusive without being too prescriptive and to keep the size of the committee manageable in order to meet frequently.

The following is a recommendation of the members of the committee but each municipality is at liberty to send their own representative:

- ⊕ IDP Manager
- ⊕ IDP Coordinator/Specialist
- ⊕ North West Department of Cooperative Governance and Traditional Affairs (NW COGTA)
- ⊕ SALGA-NW
- ⊕ Office of the Premier (NW)

The municipality IDP Service Providers to Council will be included if and when necessary. In situations where CBP is implemented, most of the integration and alignment will be done sooner than the suggested program as the process will be faster and more efficient.

## 6. Guiding Plans and Planning Requirements

The following plans will be utilized by the district to monitor and assist with the review of the IDP for 2007-2012.

- ⊕ Integrated Transport Plan
- ⊕ Disaster Management Plans
- ⊕ Integrated Waste Management Plans
- ⊕ Accelerated Service Growth Initiative of South Africa (ASGISA).
- ⊕ Joint Initiative on Priority Skills Acquisition (JIPSA)
- ⊕ National Spatial Development Perspective and (NSDP)
- ⊕ NW Provincial Growth and Development Strategy : 2004-14 (PGDS) (Review)
- ⊕ NW Provincial Spatial Development Framework 2008 (PSDF) (Review)
- ⊕ The Five Year Local Government Strategic Agenda (Latest Version)
- ⊕ The Basel Convention
- ⊕ Millennium Development Goals
- ⊕ National Framework for Local Economic Development
- ⊕ The Annual State of the Nation Address
- ⊕ Framework on an Integrated LG Response to HIV and AIDS
- ⊕ Youth Development for Local Government: The Framework (March 2008)
- ⊕ Gender Policy Framework For Local Government (National)
- ⊕ State of the Nation and Province Addresses (all applicable)
- ⊕ Medium Term Strategic Framework (all applicable)

## 7. Monitoring the Planning Process and Amendment of the Framework

It is anticipated that professional technical support will be required to deal with the administration, coordination and technical alignment functions in the district IDP process. The IDP (Planning) Unit at the Dr Kenneth Kaunda DM will play a significant role with regard to:

- ⊕ Monitoring of the process and compliance of the actual IDP process of all the municipalities with the framework
- ⊕ Provision of methodological/technical guidance
- ⊕ Facilitation of planning workshops
- ⊕ Assist in the drafting and documentation of the outcome of the planning activities
- ⊕ Quality assessment on the content of all documents and plans

## 8. Way Forward

This framework plan has been circulated to all local municipalities for comments purposes in order for it to be adopted by the Dr Kenneth Kaunda DM. The first in the series of annual meetings of the district IDP Coordination Committee will be convened in July/August of each year.