

*Dr Kenneth Kaunda
District Municipality*



***Integrated Development Plan 2007-2012
Process Plan***

Review 2010/11

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1. Introduction

Section 28 of the Local Government: Municipal Systems Act states that *“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.*

Section 29 process to be followed:

The process followed by a municipality to draft its Integrated Development Plan, including its consideration and adoption of the draft plan, must-

- (a) be in accordance with a predetermined programme specifying time frames for the different steps*
- (b) through appropriate mechanisms, processes and procedures established in terms of chapter 4 ,allow for-*
 - (i) the local community to be consulted on its development needs and priorities;*
 - (ii) organs of the 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*

A District Municipality must-

- (a) plan integrated development plan for the area of the district municipality as whole but in close consultation with the local municipalities in that area;*
- (b) align its integrated development plan with the framework adopted in terms of section 27;and*
- (c) draft its integrated development plan, taking into account the integrated development process of, and proposals submitted to it by the local municipalities in that area.*

Section 34 of the Act states:

A municipal council-

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

2. Organizational Structures/Institutional Arrangements

At coordination level the IDP process will be arranged through the IDP Coordination Committee that will be chaired by Manager: Planning (PIMSS Manager) of Dr Kenneth Kaunda DM. The primary purpose of

this committee will be to coordinate and align matters of mutual concerns between the district municipality and local municipalities.

It is anticipated that the following national/provincial line functions and state owned enterprises (SOEs) will be required to provide technical and/or policy contributions into the IDP process, both in terms of current implementation and in terms of future programs:

- ✓ Development planning
- ✓ Roads and Transport
- ✓ Human Settlements
- ✓ South African Social Security Agency (SASSA)
- ✓ Home Affairs
- ✓ Education
- ✓ Economic Development
- ✓ Public Works
- ✓ Land Affairs
- ✓ Safety and Security
- ✓ Health and Social Services
- ✓ Correctional Services
- ✓ Sports, Arts and Culture
- ✓ Water and sanitation
- ✓ Electricity, etc.

3. Distribution of Roles and Responsibilities

The distribution of roles and responsibilities can be defined at two levels namely internal and external. As far as internal roles and responsibilities are concerned, the following are the role players:

3.1 Internal

Dr Kenneth Kaunda DM Council

The Dr Kenneth Kaunda DM Council will be responsible for final comment and approval of the Integrated Development Plan. Individual councilors will also be required to participate in the community participation programs in their respective constituencies. The decisions emanating from each phase will be recorded by the IDP Unit and regular progress reports will be submitted to Council and the Mayoral Committee.

Municipal Manager

The Municipal Manager of Dr Kenneth Kaunda DM will be responsible for the management of the IDP process in the district as a whole. He will serve as an interface between council and the officials of the District Municipality. He will also chair the IDP Steering Committee meetings.

Managers (Directors) of Departments

Each Manager of Department of Dr Kenneth Kaunda DM will serve on the internal IDP Steering Committee. It will be the responsibility of each manager to coordinate and evaluate contributions required from his/her Department during the IDP process and to ensure that contributions required are delivered on time.

3.2 External

The roles and responsibilities of the external parties can be assigned as follows:

Local Municipalities

The local municipalities will drive the IDP process at local level. It will be their responsibility to liaise with residents, communities and stakeholders in their respective areas of jurisdiction. The local municipalities will continuously liaise with the DM to ensure that processes are synchronized.

The Dr Kenneth Kaunda DM will be responsible for:

- ✓ Providing a district perspective as and when necessary
- ✓ Providing common sector specific guidelines as and where required to guide local municipalities
- ✓ Playing a coordinating role between different sectors and local municipalities in the form of meetings and forums as and when necessary

National /Provincial Government Departments

It is anticipated that the national/provincial line functions will be required to provide technical/policy contributions into the IDP process, both in terms of the current implementation and terms of future programs.

Support Providers /Planning Professionals

It is anticipated that the 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 will play a significant role in this regard.

4. Program with Time Frames and Resource Requirements

The target date for the completion of the revised Integrated Development Plans is May 2010. For the sake of alignment between the Budget and IDP processes, the meetings of the responsible committees will preferably be convened on the same date with the Budget Steering Committee Meeting in the morning and the IDP Steering Committee Meeting in the afternoon wherever possible.

Phase 1: Analysis

This phase of the process comprises the livelihood analysis through community participation. This process needs to be completed by mid September 2008.

Phase 2: Strategies

This phase will commence towards end September and will again entail the development of strategies associated with each of the priority issue raised in phase one. The provincial/national departments and other state owned enterprises (SOEs) will be involved in the strategy phase of the IDP. It is anticipated that the strategy phase should be completed by end September.

Phase 3: Projects

In October 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 November/December the District IDP Steering Committee will then focus on integrating components of the Integrated Development Plans of the five local municipalities and the Dr Kenneth Kaunda DM. The Dr Kenneth Kaunda DM 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 the Dr Kenneth Kaunda DM must be completed and tabled in Council by the end of March 2010, and published for comments in March-April 2010. **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 IDPs of the five (5) local municipalities must be tabled for consideration by the municipality by March 2010 to ensure that the IDP of the DM is adopted on time. This will again lead the way for budgeting process for the 2010/11 financial year to proceed smoothly. The accompanying table outlines the schedule.

DATE	MEETING	PHASE	PARTICIPANTS
14-17 Jul 09	IDP Assessments-NW		NW Sector Departments
04 Aug 09	IDP Coordinating Committee Meeting	Planning	IDP Managers from District, SALGA, DDLG&H, OTP
11-13 Aug 09	(NDPIF)	National Dev. Planning Implement. Forum	CGTA, Provinces, Districts
18 Aug 09	Mayoral Committee (MAYCO)	Framework and Process Plan	MAYCO
15 Sept 09	MAYCO	Framework and Process Plan	MAYCO
22 Sept 09	Budget & IDP Steering Committee Meetings	Planning, Analysis, Reporting , Prepare for Provincial Engagements (6 month reporting)	Managers and MMCs of the DM
23 Sept 09	Full Council Meeting	Approval of IDP Process Plan and Framework: (Planning)	Full Council Meeting
29 Sept 09	IDP Coordinating Committee Meeting	Planning, Strategies, Reporting , Prepare for Provincial Sectors (6 Month Reporting)	IDP Managers from District, SALGA, DDLG&H, OTP
01 Oct 09	National Forum: IDP Managers		Provincial IDP Managers
16 Oct 09	NW IDP Managers Committee		NW IDP Managers
20 Oct 09	MAYCO		MAYCO
22 Oct 09	IDP External Committee	Six (6) Months Reports	Provincial Sector Depts.
Sept-Oct-Nov	Workshop Council on 10-11 IDP Processes	Workshop Council on Policies: Briefings and Orientation Meetings to prepare for the implementation of IDP Process Plan	Council Workshop: Political leaders and officials
04 Nov 09	IDP Coordinating Committee Mtng	Integration, Reporting , Prepare for Provincial Engagements (Annual Planning)	IDP Managers from District, SALGA, DDLG&H, OTP
17 Nov 09	MAYCO	Six (6) Months Report	MAYCO
19 Nov 09	IDP Steering Committee Mtng	Reporting , Prepare for Provincial Engagements (Annual Planning)	Managers and MMCs of the DM
26 Nov 09	Full Council Meeting		Full Council Meeting
01-02 Dec 09	IDP External Committee (Sectors)	<ul style="list-style-type: none"> ✓ Analysis & Strategies (Annual Planning) ✓ Status quo of projects and programs 	Provincial Sector Depts.
15 Jan 10	NW IDP Managers Committee		NW IDP Managers
20 Jan 10	MAYCO	Sector Depts. Planning Report	MAYCO
29 Jan 10	Full Council Meeting		Full Council Meeting
01-05 Feb 10	Executive Mayoral Road Show	Identification, confirmation of Dr KKDM-funded Projects in local municipalities	EMs, Mayors, MMCs, MMs, IDP Officials, Senior Managers
8-9 Feb 10	NW -PDPIF	Provincial Dev. Planning Implement. Forum	NW Sector Depts., Districts
16 Feb 10	Budget & IDP Steering Committee Meetings	Integration: Dr KKDM-funded Projects in local municipalities	Managers and MMCs of the DM
23 Feb 10	MAYCO		MAYCO
26 Feb 10	IGR/Extended IGR Forum	Finalizing the Dr KKDM-funded Projects in Locals	Ems, Mayors, MMs, IDP Officials, Senior Managers
04 Mar 10	IDP Representative Forum	Reaffirm Projects & Integration	All relevant stakeholders
16 Mar 10	MAYCO		MAYCO
25 Mar 10	Council Meetings	Tabling of IDP (Approval Process)	Full Council Meeting
29 Mar 10	Placing Draft IDP for 21-Days Public Viewing	Approval	Planning Unit
06 Apr 10	IDP Coordinating Committee Meeting	Integration, Reporting, Prepare for Provincial Sector Engagements (6 Months Reporting)	IDP Managers from District, SALGA, DDLG&H, OTP
12 Apr 10	Budget & IDP Steering Committee Meetings	Integration, Reporting, Prepare for Provincial Sector Engagements (6 Months Reporting)	Managers and MMCs of the DM
13-16 Apr 10	IDP Analysis Week-NW		NW Sector Depts.
20 April 10	MAYCO		MAYCO
23 April 10	IDP External Committee (Sectors)	<ul style="list-style-type: none"> ✓ Integration ✓ Final projects and programs, ✓ Six (6) Months Reports 	All provincial sector departments
04 May 10	IGR/Extended IGR Forum	Reaffirming the Dr KKDM-funded Projects in Locals	EMs, Mayors, MMs, IDP Officials, Senior Managers
06 May 10	IDP Representative Forum	Reaffirm Projects & Integration	All relevant stakeholders
27 May 10	Full Council Meeting	Adoption of IDP (Approval)	Council

Table: Time Frames of the IDP Development Process 2009-10

5. Mechanisms and Procedures for Community Participation

At district level the community will have an opportunity to participate in the process through the district IDP Forum which will comprise of the Executive Mayors, Mayors, all political parties and various stakeholders in the DM's area of jurisdiction. This will take place through the IDP Representative Forum and the Executive Mayoral Road Show, among others.

6. Guiding Plans/Documents

The various plans and planning requirements provided by Provincial and National Government as well as the district and local plans will be used (where applicable) in conducting the local and the district IDP process. The following are some of the plans and documents;

- ✓ Integrated Transport Plan
- ✓ Disaster Management Plan
- ✓ Integrated Waste Management Plan
- ✓ 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 Address (all applicable)
- ✓ Medium Term Strategic Framework (all applicable)

7. Cost Estimates for the Planning Process

Each local will be responsible for funding the revision of its own IDP process in its normal budgeting process. The Dr Kenneth Kaunda DM will make provision to assist local municipalities in this regard wherever necessary and practical.