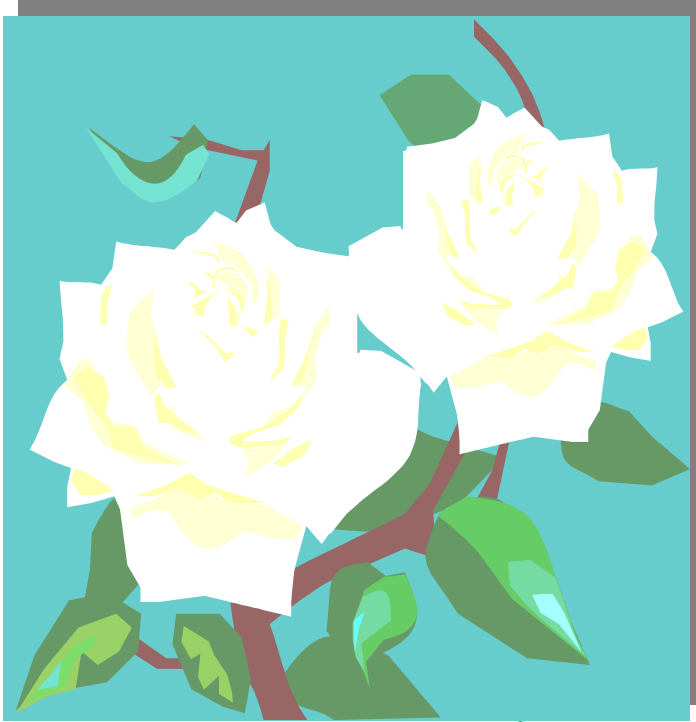


2011/12

*Dr Kenneth Kaunda
District Municipality*



**INTEGRATED DEVELOPMENT PLAN
PROCESS PLAN**

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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. Process for Amending the Integrated Development Plan

The Dr Kenneth Kaunda DM 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 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:

- ⊕ Cooperative Governance and Traditional Affairs
- ⊕ Human Settlements
- ⊕ South African Social Security Agency
- ⊕ Home Affairs
- ⊕ Education
- ⊕ Labour
- ⊕ Statistics South Africa
- ⊕ Economic Development and Tourism
- ⊕ Public Works, Roads and Transport
- ⊕ Rural Development and Land Reform
- ⊕ South African Police Services
- ⊕ Health and Social Services
- ⊕ Correctional Services
- ⊕ Sports, Arts and Culture
- ⊕ Water Affairs
- ⊕ Agriculture, Forestry and Fisheries

- ✦ Agriculture, Conservation, Environment and Rural Development
- ✦ ESKOM, etc.

4. 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:

4.1 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.

4.2 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 future programs.

Support Providers /Planning Professionals

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.

5. Program with Time Frames and Resource Requirements

The target date for the completion of the revised Integrated Development Plans is 31 May 2012. 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

Phase 2: Strategies

Phase 3: Projects

Phase 4: Integration and Alignment

Phase 5: Approval

The draft Integrated Development Plan of the Dr Kenneth Kaunda DM must be completed and tabled in Council by the end of March 2011, and published for comments in March-April 2011. **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 local municipalities must also be tabled for consideration by the respective municipalities by March 2011 to ensure that the IDP of the DM is adopted on time. This will lead the way for the budgeting process of the 2011/12 financial year to proceed smoothly. The accompanying table outlines the schedule:

TIME FRAME	ACTIVITY	PHASES	PARTICIPANTS
24 Jun 10	<ul style="list-style-type: none"> ⊕ Tabling Draft Dr KKDM Turn Around Strategy (TAS) ⊕ Adopt IDP Process Plan and Framework 	<ul style="list-style-type: none"> ⊕ Approval Process of TAS ⊕ Planning 	Full Council Meeting
Jul 10	<ul style="list-style-type: none"> ⊕ Councilors' Workshop on TAS ⊕ Place Draft TAS for 14 days Public Comments 	Approval Process	NW COGTA, Planning Unit
Jul/Aug 10	<ul style="list-style-type: none"> ⊕ Local Municipality, Dr KKDM, Province Joint Process Plan Meetings ⊕ Dr KKDM Strategic Session 	<ul style="list-style-type: none"> ⊕ Maquassi Hills and Ventersdorp: Local Municipality Support Planning ⊕ Planning 	<ul style="list-style-type: none"> ⊕ Planning Unit, NW COGTA, Premier's Office, SALGA ⊕ Management
Jul/Aug 10	IDP Provincial Assessments	Assessments	COGTA NW
20 Jul 10	MAYCO	Amendments to IDP; Approval of final projects priorities	MAYCO
29 Jul 10	Amendments to IDP	Alignment: Approval of final projects priorities	Full Council
05 Aug 10	IDP Coordinating Committee Meeting	Planning, Analysis, Reporting, Prepare for Sector Depts. Reporting Session	District IDP Managers SALGA, NW COGTA & OOP
19 Aug 10	IDP Steering Committee	Three Months Report, Planning	MMC's, Managers of DM
24 Aug 10	Adoption of Dr KKDM TAS	Approval	Full Council Meeting
02 Sep 10	Workshop Councilors on IDP processes	Orientation Meeting to prepare for the Implementation of IDP Process Plan	NW COGTA, Councilors and Officials
14 Sep 10	MAYCO	Three Months Report	MAYCO
23 Sep 10	Full Council	Three Months Report	Full Council
21 Oct 10	IDP External Committees	First six months sectors project implementation feedback	Sector Depts. Municipalities
03 Nov 10	IDP Steering Committee	<ul style="list-style-type: none"> ⊕ Six months sectors report, ⊕ Dec Sector engagements, ⊕ Three months unit report 	MMCs, MM and Managers
16 Nov 10	MAYCO	<ul style="list-style-type: none"> ⊕ Six months sectors report, ⊕ Three months unit report 	MAYCO
19 Nov 10	Coordinating Committee Meeting	Integration, Reporting	District IDP Managers SALGA, NW COGTA & OOP
25 Nov 10	Council Meeting	Six months sector; three months report	Full Council Members
02 -03 Dec 10	IDP External Committee	2011/12 Sector Projects, Programs	Sector Depts. Municipalities
20 Jan 11	Coordinating Committee Meeting	Integration, Reporting, Final Approval Process Planning	District IDP Managers SALGA, NW COGTA & OOP
27 Jan 11	IDP Steering Committee	<ul style="list-style-type: none"> ⊕ Sector Depts. Projects ⊕ Three Months Reports ⊕ Prepare for Mayoral Road Show ⊕ 2011/12 Draft IDP 	MMCs, MM and Managers
07 -11 Feb 11	Executive Mayoral Road Show	Projects Identification, Confirmation of projects to be funded by Dr KKDM.	EMs, Mayors, MMCs, MMs, IDP Officials, Managers
Feb/ Mar 11	Extended IGR Forum	Reaffirming the Dr KKDM funded projects in locals	EMs, Mayors, MMcs, MMs, IDP Officials, Senior Managers
04 Mar11	IDP Representative Forum	Reaffirm Sector Departments Projects	All Dr KKDM stakeholders
17 Mar 11	MAYCO	Sector Depts. and Three Months Reports	MAYCO
31 Mar 11	Full Council Meeting	Tabling Draft IDP	Full Council
04 Apr 11	Placing Draft IDP for 21 Days Public Comments	Approval	Planning Unit
03 May11	IDP External Committee	Second six months sectors project implementation feedback	Sector Depts. Municipalities
04 May11	IDP Representative Forum	Final projects and programs	All Dr KKDM stakeholders
12 May 11	Budget & IDP Steering Committee Joint Meeting	<ul style="list-style-type: none"> ⊕ Six months sector reports, ⊕ Three months unit report, ⊕ Final Projects and Programs ⊕ Changes to Draft IDP Document 	Managers and MMCs of the DM
19 May 11	MAYCO	Reports, Final Projects, Changes to Draft IDP	MAYCO
26 May 11	Full Council meeting	Adoption of IDP (Approval)	Council

Table: Time Frames of the IDP Development Process 2011-12

6. Mechanisms and Procedures for Community Participation

At district level the community will have an opportunity to participate in the process through at least four distinct processes:

- (a) District IDP Representative Forum which will comprise of the Executive Mayors, Mayors, all political parties and various stakeholders in the DM's area of jurisdiction,
- (b) National, Provincial and District Imbizos wherever possible,
- (c) The Executive Mayoral Road Show, and
- (d) The direct participation of communities in local municipality IDP public processes.

7. 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 (ITP)
- ⊕ Disaster Management Plans (DMP)
- ⊕ Integrated Waste Management Plans (IWMP)
- ⊕ Spatial Development Frameworks (SDF)
- ⊕ Performance Management Policy and Framework
- ⊕ LED, Growth and Development (DGDS) and the Agricultural Strategies
- ⊕ ASGISA and 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)
- ⊕ Other internal strategic plans

8. Cost Estimates for the Planning Process

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