

**INTEGRATED DEVELOPMENT PLAN**

**FRAMEWORK**

**PERIOD: 2016-21**



*Dr Kenneth Kaunda  
District Municipality*



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## 1. Introduction

The Dr. Kenneth Kaunda District IDP Framework is developed in collaboration with the local municipalities to guide integrated development planning processes across the district. The Framework covers the following area;

- Structures of the IDP Process Plans
- Planning Timeframes
- Mechanisms and Procedures for Alignment
- Procedures and Principles for Monitoring the Planning Process and Amendments.

The underlying principle for the development of an IDP framework is **Section 27** of the Local Government: Municipal Systems Act, 2000 which 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 the 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;

- (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 is 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, 2001 prescribes a comprehensive process for amending the IDP.

## **3. Organizational Structure**

The organizational structure which was proposed in the 2002 IDP Guide Pack and fully implemented in the preparation of the third generation IDP comprises three committees namely the **District IDP Representative Forum**, the **District IDP Steering Committee**, the **Technical Intergovernmental Relations (IGR) Forum** and the **IDP Coordinating Committee**. The Dr. Kenneth Kaunda District **Political Intergovernmental Relations (IGR) Forum** (and the extended version (**Extended IGR**)) was

effectively used as a complementary structure to ratify decisions before they were tabled in the IDP Representative Forum over the years.

(i) The IDP Coordinating Committee consists of the district IDP Manager (who chairs the meetings) and IDP Managers and Coordinators of all Municipalities in the district. The Office of the Premier, Department of Local Government & Human Settlements (NW) and SALGA-NW are invited to these meetings. The invitation has also been extended to Performance Management System Officials in the same Municipalities and the NW Provincial Monitoring and Evaluation Directorate. The purpose is to strengthen and support reporting systems in municipalities. The district IDP/PMS Coordinating Committee meets on regular bases to fulfil 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.

(ii)

(iii) During the 2012/13 Planning Cycle, the **Technical IGR Forum, headed by the DM Municipal Manager** was introduced to precede the **Extended Political IGR Forum**. The Technical IGR Forum meets on a quarterly basis and is attended by the DM administrative leadership with their counterparts at local level to align and clear misunderstandings related to the funding of projects. Since the 2014/15 planning process the invitation has been extended to senior officials of the sector departments to co-plan and report progress on projects. From the 2016/17 Planning Cycle, the **Sector Department engagements/meetings** will be discontinued and be fully replaced by the Technical IGR Forum in the planning, reporting and monitoring processes.

(iv) At the political, administrative and technical levels inside each municipality (internal Structure) 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. Following the meeting of the district IDP Steering Committee, progress reports will be forwarded to the district IDP Representative Forum for consideration.

(v) In order to finalize IDP priorities and the budget between the DM and Local Municipalities, the DM engage local municipalities through the **Executive Mayoral Roadshow**. The Executive Mayoral Roadshow is led by the DM Executive Mayor, MMC's, Municipal Managers, Directors and their counterparts at the local level.

(vi) The **District IDP Representative Forum**, as defined by the Local Government: Municipal Planning and Performance Management Regulations, 2001 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, Sector Departments, 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 and it is the final authority before the IDP is approved by Council.

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

The target date for completion of all the phases is **end May every year**, which implies that the draft and 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.

The following must be taken into consideration throughout of the planning process for the next five year planning cycle;

- Comments received from the previous assessments of the IDPs and draft IDP's ,
- Critical areas requiring additional attention in terms of legislative requirements
- Consideration, review and inclusion of any relevant and new information.
- Shortcomings and weaknesses identified during the previous planning processes,
- The preparation and review of relevant sector plans and their alignment with the IDP
- Current status of the implementation process,
- All the available and necessary guidelines in the development of the IDP
- Ensure that all IDP's respond to National Development Plan (NDP) priorities,
- Take into consideration the five (5) Provincial Concretes of the fifth (5<sup>th</sup>) NW Provincial Administration, namely, Reconciliation Healing and Reconciliation (RHR), Agriculture Culture and Tourism (ACT), Saamtrek-Saamwerk Philosophy, Setsokotsane Service Delivery Approach and Villages, Townships and Small Dorpies, (VTSDs) Development

The IDP Guide Pack of 2002 defines and describes the following phases in the IDP process;

**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 state owned enterprises 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 Draft Integrated Development Plan (or Reviewed Draft) 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 review of the Integrated Development Plans. The results and findings from the implementation process will continuously feed into the various phases of the Integrated Development Plan. The fourth generation Planning Cycle takes into consideration the National Local Government Elections of August 2016. *The accompanying table outlines the time frames of the process:*

## Table of Timeframes

IDP Meetings	Date	IDP Phase
IDP/PMS Coordinating Committee	July/August	Analysis
Technical IGR Forum	July/August	Analysis: Planning and Reporting
Adoption of IDP (3 <sup>rd</sup> Generation)	August/September	Approval of IDP by New Councils (First Year of Council Only)
IDP Skills Training Workshop		When required
IDP Steering Committee	August/September	Analysis
IDP/PMS Coordinating Committee	October	Strategies
Technical IGR Forums	November/ December	Strategies and Projects: Planning and Reporting
IDP Steering Committee	December	Strategies and Projects (at local municipalities)
<b>IDP Representative Forum-First</b>	November/ December	<b>Reaffirm analysis, strategies and Projects (local municipalities), and repeated after each significant phase</b>
IDP/PMS Coordinating Committee	February	Integration
IDP Steering Committee	February/March	Integration
Technical IGR Forums	February/March	Integration: Planning and Reporting
Executive Mayoral Road Shows	February-April	Identification and confirmation of the Dr. KKDM-funded projects in local municipalities
IDP/PMS Coordinating Committee	April	Integration and Alignment
IDP Steering Committee	April/May	Integration and Alignment
Technical IGR Forums	February/March	Integration and Alignment: Planning and Reporting
Extended IGR Forum	February-March-April	Finalizing the Dr. KKDM-funded projects in local municipalities
<b>IDP Representative Forum-Final</b>	<b>Sept-April</b>	<b>Reaffirm projects and integration as per municipality</b>
<b>Approval</b>	<b>March-May</b>	<b>Advertisements, Tabling, Adoption and Submission to MEC 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 stakeholders function 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 when different sector departments and the district municipalities are working together is an asset to the IDP process.

For alignment purposes the district IDP/PMS Coordinating Committee and Technical IGR Forums were 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 committees all-inclusive without being too prescriptive and to keep the size of the committees manageable in order to meet frequently.

The following organizational structure of the IDP/PMS Coordinating Committee in the DM has evolved on the basis of need during the development and review processes of the second generation IDP:

- IDP/PMS Manager
- IDP Coordinator/Specialist
- PMS Coordinator/Specialist
- North West Department of Local Government and Human Settlements (NW DLGH&S)
- SALGA-NW
- Office of the Premier (NW)

The organizational structure of Technical IGR Forum consists of the following designations:

- ⊕ Municipal Manager (Chairperson)
- ⊕ Municipal Managers (Local Municipalities)
- ⊕ IDP Managers/ Coordinators (both DM and locals)
- ⊕ Directors of Technical Services, LED, Disaster Risk Management, Municipal Health Services and the CFO's of both the DM and Local Municipalities
- ⊕ Senior Managers of sector departments

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 development and review of the IDP;

- Disaster Management Plans
- Framework on an Integrated LG Response to HIV and AIDS
- Gender Policy Framework For Local Government (National)
- Integrated Transport Plan
- Integrated Waste Management Plans
- Medium Term Strategic Framework (all applicable)
- Sustainable Development Goals
- National Development Plan (NDP)
- National Framework for Local Economic Development
- 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 Annual State of the Nation and Province Address (SONA and SOPA)
- The Five Year Local Government Strategic Agenda (Latest Version)
- Youth Development for Local Government: The Framework (March 2008)

## **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 documents and plans

## **8. Way Forward**

This framework plan has been circulated to all local municipalities for comments in order for it to be adopted by all Municipalities in the Dr. Kenneth Kaunda district.