

INTEGRATED DEVELOPMENT PLAN

Process Plan 2016-2021

Dr. Kenneth Kaunda District Municipality



TABLE OF CONTENTS

1. Introduction and Legal Framework	2
2. Process for Amending the Integrated Development Plan	3
3. Description of Municipality.....	3
4. Organizational Structures.....	4
4.1 Political Leadership	4
4.2 Administrative Leadership	4
5. Stakeholder Description of the Municipality.....	5
6. Organizational IDP Structures/ Institutional Arrangements.....	5
6.1 IDP Coordinating Committee	5
6.2 IDP Steering Committee	5
6.3 The Mayoral Road Show and Extended IGR Forum.....	6
6.4 Technical IGR Forum	7
6.5 Local Municipalities	8
6.6 IDP Representative Forum.....	9
6.7 Dr Kenneth Kaunda DM Council	9
7. Distribution of Roles and Responsibilities.....	9
8. IDP Processes and Phases	10
9. Mechanisms and Procedures for Community Participation	11
10. Schedule of IDP and Related Activities.....	12
11. Guiding Plans/Documents.....	13
12. Cost Estimates for the Planning Process.....	13

1. Introduction and Legal Framework

In order to develop the Integrated Development of the municipality, the Council of the Dr Kenneth Kaunda DM has prepared the IDP Process Plan as required by legislation. This IDP Process Plan details the legislative mandate of the municipality, the duties of the different role players, the schedule for the development and its monitoring and the strategic documents that will assist the process.

The Process Plan fulfils the function of a business plan or an operational framework for the IDP process. It defines in a simple and transparent manner what has to happen when, by whom, with whom, and where and it consider the operational budget through which it can be concluded.

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
- (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. Description of Municipality

The Dr Kenneth Kaunda DM is situated at the southern part of the North West province and borders both the Gauteng and Free State provinces and covers an area of about 15 712 km².. It consists of four (4) local municipalities i.e. Matlosana, Tlokwe, Maquassi Hills, and Ventersdorp. Between 2006 and 2009 the district municipality comprised of five local municipalities which included Merafong City Council, which has since been re-demarcated to the Gauteng province. The accompanying **Table 3** gives the **Historical Growth Rate** and the **Size of the Population**. A more detailed and comprehensive description of the municipality is found in the main body IDP document itself.

Table 3. Population Figures

Municipality	Total Population		Population (%)		Annual Growth (%)	No. of Households	
	2001	2011	2001	2011	2001-2011	2001	2011
Kenneth Kaunda DM (DC40)	599 670	695 933	100	100	1.49	153560	208047
Ventersdorp (NW401)	43 078	56 702	7.18	8.15	2.75	11109	14562
Tlokwe City Council (NW402)	128 353	162 762	21.40	23.39	2.38	32038	52537
City of Matlosana (NW403)	359 202	398 676	59.90	57.29	1.04	93339	120442
Maquassi Hills (NW404)	69 037	77 794	11.51	11.18	1.19	17075	20505

4. Organizational Structures

The organizational structure of the Dr Kenneth Kaunda DM was reviewed and the changed structure was adopted in Council of December 2014. The current political and administrative structures are as follows;

4.1 Political Leadership

The Executive Council of the municipality is led by the Executive Mayor and the Speaker. Following is the political leadership of the Dr Kenneth Kaunda DM:

LEADER	PORTFOLIO
Executive Mayor	Vacant
Speaker	Vacant
MMC Municipal Health Services	Vacant
MMC District Economic Development	Vacant
MMC Sports, Arts and Culture	Vacant
MMC Disaster, Roads and Transport	Vacant
MMC Corporate Services	Vacant
MMC Financial Services	Vacant
MMC Infrastructure	Vacant
MMC Special Projects and Rural Development	Vacant

4.2 Administrative Leadership

The following top management (director) positions are fixed term performance based contracts and presently the status is as indicated:

POSITION	NAME
Municipal Manager (BF)	M.I Matthews
Manager: Corporate Services (BM)	L.Ralekgetho
Chief Financial Officer (BM)	J. Mononela
Manager: Infrastructure (BM)	T. Chanda
Manager: District Economic Development (BM)	M.Makhetha
Manager: Disaster and Risk Management (BF)	S.Lesupi
Manager: Environmental Health Services (BF) (Acting)	N.Tenza
Chief of Staff: Office of the Executive Mayor (BM)	Z. Mveli

The municipality has a strategic unit, with the four managers reporting directly to the municipal manager, the positions of which are filled;

POSITION	NAME
Manager: Internal Audit (BF)	R. Seremo
Manager: Communications (BM) (Acting)	S. Mphuthi
Manager: Minimum Information Security Systems (BM)	L. Kalolo
Manager: Performance Management Systems (BF)	L. Mokgoje
Manager: Planning (IDP) (BM)	T. Mokatsane
Manager: Office of Municipal Manager (BM) (Acting)	T. Mokatsane
Manager: Office of the Executive Mayor (BM)	S. Modise
Manager: Office of the Speaker (BF)	R. Thabanchu

5. Stakeholder Description of the Municipality

The following stakeholders are significant in the IDP processes of the DM and are consulted as far as is practically possible;

- Council
- Ward councillors and committees (in local municipalities)
- Local community formations & structures
- Business formations & structures
- Government Departments (provincial and national),
- State Owned Enterprises
- Non-government organization
- Labour Movement,
- Community Based Organizations

6. Organizational IDP Structures/ Institutional Arrangements

The following are the functional IDP Structures in the DM integrated development planning processes;

6.1 IDP Coordinating Committee

The IDP Coordinating Committee consists of the district IDP Manager (who chairs the meetings) and IDP Managers and Coordinators of the local municipalities. The Office of the Premier, Department of Local Government and Human Settlements (NW) and SALGA-NW are invited to these meetings. The invitation has also been extend to Performance Management System managers in Local Municipalities and the Provincial Monitoring and Evaluation unit, the purpose being to strengthen and support reporting systems in municipalities. The district IDP/PMS Co-ordinating 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.

The primary purpose of this committee will be to coordinate and align matters of mutual interest between the district municipality and local municipalities.

6.2 IDP Steering Committee

At the official and technical levels the District IDP Steering Committee consists of;

- Municipal Manager (Chairperson),
- Members of the Mayoral Committee
- Heads of Departments, and
- IDP Manager / Coordinator (Secretariat)
- Any other official the Steering Committee may decide to include

The IDP Steering Committee performs the following functions;

- Provide the terms of reference for the various planning activities,
- Commissions research studies,
- Considers and comments on;
 - Inputs from other committee, consultants and departments,
 - Inputs from Local Municipalities, Sector Departments Meetings and other support providers
- Processes, summarizes, and documents outputs,
- Makes recommendations to Council on submissions from all sectors,
- Prepares, facilitates and documents meetings of the IDP Representative Forum, Mayoral Road Show, Council, Mayoral Committee, and any other activity commissioned by Council,
- Considers and provides support to local municipalities

6.3 The Mayoral Road Show and Extended IGR Forum

The Mayoral Road Show is the program of the Dr Kenneth Kaunda DM, in which the Executive Mayor leads a delegation of Members of the Mayoral Committee and the Administrative Leadership (led by the Municipal Manager) to the local municipalities within the district to discuss district municipality funded projects for the forthcoming financial year.

The DM delegation meets their counterparts at local level to align and clear misunderstandings related to the funding of projects. The Road Show is followed by the Extended Mayoral IGR Forum in which Municipal Managers and IDP Managers are invited to finalize the project funding on the basis of set guidelines developed by the DM. The amounts distributed to the municipalities should in principle depend upon at least some of the following criteria;

1. Projects that fall within the legal mandate of district municipalities
2. Strategic direction of the district
 - a. If the DrKKDM focuses on addressing backlogs, these will be given priority
 - b. If the DrKKDM focuses on economic development as part of its legal mandate (in spite of the prevailing circumstances), projects that addresses LED will be given priority).
3. Emergency situations in the local municipalities that call for urgent response

4. Alignment with national and provincial programmes (e.g. Projects in support of the High Impact Projects in the PGDS)
5. Demographics at the stage of funding (e.g. Size of the municipality, HIV/AIDS situation, Rural v/s Urban, etc.).
6. Previous funding by the Dr KKDM; redressing or balancing previous funding needs

The Dr Kenneth Kaunda District Mayoral Intergovernmental Relations (IGR) Forum is utilized as a complementary structure to ratify some decisions before they are tabled in the IDP Representative Forum.

6.4 Technical IGR Forum

During the 2012/13 planning cycle, a Technical IGR Forum, headed by the DM Municipal Manager was introduced to precede the Extended Mayoral IGR Forum. The Technical IGR Forum meets on quarterly basis and is attended by the DM administrative leadership with their counterparts at local level for planning, alignment of plans and reporting on projects. Since the 2014/15 planning process the invitation has been extended to senior officials of the sector departments to submit plans and report progress on projects. The role of the committee is to:

- Consolidate projects and programmes of different institutions as they affect municipalities in the district
- Report back on progress made quarterly on implementation of projects and programmes in the IDPs in the district ,
- Discuss challenges encountered in implementation and provide possible solutions,
- Discuss specific technical matters with relevant municipalities, sector departments and state owned enterprises

The IDP Guide Pack guidelines provide the roles of sector departments, some of which are;

- Ensuring **horizontal alignment** of the IDPs of the district municipalities within the province,
- Ensuring vertical/sector alignment between provincial/national sector departments/ strategic plans and the IDP process at local/district level by;
 - Guiding the sector departments' participation in and their required contribution to the municipal planning process; and
 - Guiding them in assessing draft IDPs and aligning their sectoral programmes and budgets with IDPs.
- Efficient financial management of provincial grants,
- Monitoring the progress of the IDP processes,
- Facilitation of resolution of disputes related to IDP,
- Assist municipalities in the IDP drafting process where required,

- Organizing IDP-related training where required,
- Coordinating and managing the MEC's assessment of IDPs.

The following national/provincial line functions and state owned enterprises (SOEs) have been called upon to provide technical and/or policy contributions into the IDP process, both in terms of current implementation and in terms of future programs:

- Culture Art and Traditional Affairs
- Community Safety and Transport Management
- Cooperative Governance and Traditional Affairs (COGTA)
- Correctional Services,
- Finance and Economic Enterprise Development
- Education and Sport Management
- Energy (Formerly Minerals and Energy),
- Environmental Affairs (National),
- ESKOM,
- Health,
- Home Affairs (National),
- Local Government and Human Settlement
- Labour,
- Public Works, Roads and Transport,
- Rural Development and Land Reform,
- Social Development
- South African Police Services,
- South African Social Security Agency (National),
- Statistics South Africa (National),
- Water and Sanitation (National), etc.

6.5 Local Municipalities

The local municipalities will drive the IDP process at local level. It is 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

6.6 IDP Representative Forum

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), the Private Sector and the administrative wing of municipalities in the district. This structure combines both the political and administrative leadership in government with business.

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. It is the final stakeholder structure that effectively transfers the final decision making of the planning process to Council for approval.

6.7 Dr Kenneth Kaunda DM Council

The Dr Kenneth Kaunda DM Council is the ultimate structure of the municipality and will be responsible for final comments and approval of the Integrated Development Plan and its Amendments, the IDP Process Plan, the IDP Framework and all other related documents. All activities in the municipality lead and end up at Council level and all processes will therefore feed systematically until Council level.

Individual councillors will also be required to participate in the community participation programmes 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, through the internal structures.

7. 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:

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 councillors 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.

Executive Mayor

The Executive Mayor reports all IDP processes to Council through the Mayoral Committee. At DM level the Executive Mayor chairs the following IDP and Budget specific structures;

- IDP Representative Forum,
- Mayoral Road Show,
- Budget Steering Committee

All correspondence which concerns the IDP, to and from the MEC and mayors of other municipalities goes through the Office of the Executive Mayor of the DM as required by legislation.

Members of the Mayoral Committee

The Members of the Mayoral Committee are standing members of the IDP Steering Committee and together with the Heads of Department, are required to make the necessary contributions required of each department. They also are required to attend the IDP Representative Forum, the Mayoral Road Show and any other activity related to the IDP as and when required.

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.

Senior Managers (Directors) of Departments

Each Senior Manager of Department of the Dr Kenneth Kaunda DM will serve on the internal IDP Steering Committee and Technical IGR. 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.

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 coordinating the necessary support inside the municipality and across the district.

8. IDP Processes and Phases

The 2016/17 Planning Cycle will take into account the Municipal Election that will take place on 03 August 2016. This presupposes that the planning process will assume two distinct stages;

- Stage 1: The 2016/17 Review IDP approved by the outgoing Council on 30 May 2016 will be tabled in the first meeting of the incoming Council around August/September 2016 for approval.
- Stage 2: The processes for the approval of the 2017/2021 (fourth generation) IDP will begin in September 2016 and culminate by 31 May 2017.

The second stage will follow the phases for IDP preparation as defined in the IDP Guide Pack of 2002 and reproduced in the IDP Framework;

- ⊕ **Phase 1: Analysis**
- ⊕ **Phase 2: Strategies**
- ⊕ **Phase 3: Projects**
- ⊕ **Phase 4: Integration and Alignment**
- ⊕ **Phase 5: Approval**

The Draft 2017-2021 Integrated Development Plan of the Dr. Kenneth Kaunda DM must be completed and tabled in Council by the end of March 2017, and published for comments in March-April 2017. ***A period of at 21 days will be allowed for public and stakeholder comments in terms of Section 3 (4) (b) of the Local Government: Municipal Planning and Performance Management Regulations, promulgated under Notice R796 and dated 24 August 2001.***

9. Mechanisms and Procedures for Community Participation

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

- (a) District IDP Representative Forum as defined above,,
- (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 through Ward Consultation (Community Based Planning (CBP)) programme, which includes the twenty one (21) days allowance for public comments.

The completed Draft IDPs of the local municipalities must also be tabled for consideration by the respective municipalities by 31 March 2017 to ensure that the IDP of the DM is adopted on time. The accompanying table outlines the schedule:

10. Schedule of IDP and Related Activities

Date	Activity	IDP Phase	Participants
July 2016	Provincial IDP Assessments	2015/16 IDP Assessments	NW DLG & HS
11 Aug 16	IDP/PMS Coordinating Committee meeting	1 st Annual Planning Session for the District & Locals – Analysis Phase	District IDP/PMS Managers, DLG & HS, Premier's Office, SALGA NW
06 Sept 16	Technical IGR	Project Implementation Report Meeting- 1 st Quarter reports	MM's. Senior Managers, IDP/PMS Managers of LM's ,DM & Sector Depts
23 Sept 16	IDP Steering Committee Meeting	Reporting, Planning, Analysis phase	MMC's, MM & Managers of the DM
Sept-Nov 16	Workshop Councilors on IDP Processes	Orientation meeting on the implementation of process plan	DLG & HS, SALGA, Cllrs & Officials
03 Nov16	IDP/PMS Coordinating Committee Meeting	Reaffirm analysis, strategies & projects in Local Municipalities	District IDP/PMS Managers, DLG & HS, Premier's Office, SALGA NW
17 Nov 16	IDP Steering Committee Meeting	Reporting – preparation for Sector Dept. Planning Session	MMC's ,MM &Managers
08 Dec 16	Technical IGR	2016/17 Project Implementation Progress Reports	MM's, Senior Managers, IDP/PMS Managers of LMs & the DM
02 Feb 17	IDP/PMS Coordinating Committee	Progress Report, Finalization of Draft IDP	LM IDP Manager's/Co-coordinators & the DM planning unit
09 Feb17	Technical IGR	Project Implementation Report Meeting	MMs. Senior Managers, IDP/PMS Managers
09 Mar 17	IDP Steering Committee	Sector Dept. Projects, Prepare for Mayoral Road Show, Draft IDP	MMC's, MM & Managers of the DM
Feb-Apr 2017	Executive Mayoral Road Shows	Identification and Confirmation of the Dr. KKDM Funded Projects in LM's	EM's, Mayor's, MMC's, MM's, IDP Officials, Managers & all stakeholders
30 Mar 17	Full Council	Tabling Draft 2017/21 IDP	Full Council
31 Mar 17	Placing Draft 2017-21 IDP	Approval Phase: Draft 2017/21 In Public Places for 21 Days Public Comments	Planning Unit
06 Apr 17	Technical IGR	Project Implementation Report Meeting and final confirmation of projects by all stakeholders	MMs. Senior Managers, IDP/PMS Managers of LM's & the DM
05 May 17	IDP Representative Forum	Final Projects Integration	All Dr. KKDM Stakeholders
15 May 17	Budget & IDP Steering Committee Joint Meeting	Final Projects and Programs, Changes to Draft IDP Document	Dr. KKDM Senior Managers & MMC's
30 May 17	Full Council	Adoption of 2017/21 IDP (Final Approval)	Council

11. 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;

- National Development Plan
- 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
- NW Provincial Spatial Development Framework
- The Five Year Local Government Strategic Agenda
- 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
- Gender Policy Framework For Local Government (National)
- State of the Nation Address (all applicable)
- Medium Term Strategic Framework (all applicable)
- Other internal strategic plans

12. Cost Estimates for the Planning Process

The Dr Kenneth Kaunda DM will be responsible for funding the implementation of their IDP processes in their normal budgeting processes. The DM will make provision to assist local municipalities wherever necessary and practical.