
INTEGRATED DEVELOPMENT PLAN (IDP)

FRAMEWORK 2022-2027



DR KENNETH KAUNDA DISTRICT MUNICIPALITY

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1. Introduction

The Dr. Kenneth Kaunda District Integrated Development Plan (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; and
- Procedures and Principles for Monitoring the Planning Process and Amendments.

The legislation which regulates municipalities is section 152 of the Constitution of the Republic of South Africa, No. 108 of 1996, which states the objects of local government as:

- (1) The objects of local government are-
 - (a) to provide democratic and accountable government for local communities;
 - (b) to ensure the provision of services to communities in a sustainable manner;
 - (c) to promote social and economic development;
 - (d) to promote a safe and healthy environment; and
 - (e) to encourage the involvement of communities and community organisations in the matters of local government.
- (2) A municipality must strive, within its financial and administrative capacity, to achieve the objects set out in subsection (1).

The underlying principle for the development of an **IDP Framework is Section 27** of the Local Government: Municipal Systems Act No. 32, 2000, as amended, which delegates the 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 IDP 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 Integrated Development Planning in close consultation with the local municipalities in the area.

Relative to an IDP Framework, Section 84 of the Local Government: Structures Act 117, of 1998, as amended, states that:

- (1) A district municipality has the following functions and powers:*
 - (a) Integrated development planning for the district municipality as a whole **including a framework for integrated development plans** for the local municipalities within the area of the district municipality, taking into account the integrated development plans of those local municipalities*

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 differs from 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 IDP's 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) formalise 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; and
- (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. Demographic Description of the District

The Dr Kenneth Kaunda DM consists of three local municipalities i.e., Matlosana, JB Marks and Maquassi Hills. The area covered by the District Municipality appears on the map below and this is followed by the demographics. The statistical information is the combination of the Census 2011, the 2016 Community Survey by StatsSA and the *IHS Markit Regional eXplorer*, the Dr Kenneth Kaunda DM Spatial Development Framework of 2011 and other analyses described hereunder. The analyses are based upon the demarcation boundaries as at 2016 provided by the Municipal Demarcation Board (MDB) of the Republic of South Africa.

According to Statistics South Africa (*Community Survey 2016 and Mid-year Population Estimates 2021*), the **population** of the Dr. Kenneth Kaunda District in 2021 (based on 2016 municipal boundaries) was 803 301, having increased from 742 822 in 2016 (***Consider the accompanying Table***). The population is unevenly distributed among the three (3) local municipalities and the average annual growth rate of the district is 1.07% between 2016 and 2021, expected to stay the same between 2021 and 2026.

Figure: Map of Dr Kenneth Kaunda District Municipality

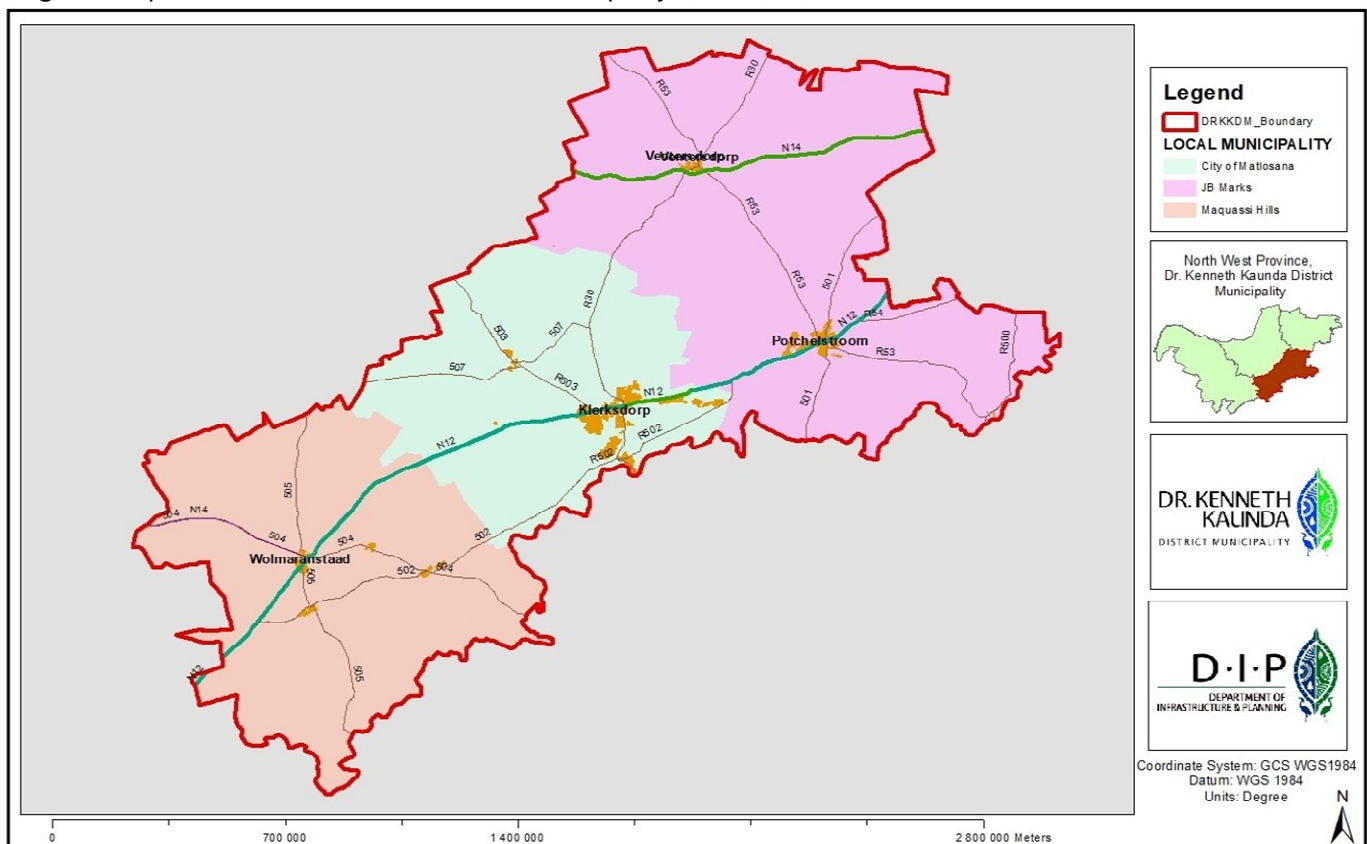


Table: Dr Kenneth Kaunda District Population Figures

MUNICIPALITY	TOTAL POPULATION				POPULATION (%)				ANNUAL GROWTH (%)	
	CENSUS 2011	CS 2016	2021 MYE	2026 MYE	2011	2016	2021	2026	2016-21	2021-26
JB Marks	219463	243528	265843	291083	31,3	32,2	33,1	34	1,09	1,09
City of Matlosana	398676	417281	450629	474131	57,5	56,8	56,1	55	1,08	1,05
Maquassi Hills	77794	82013	86828	90457	11,2	11	10,8	11	106	1.04
Dr Kenneth Kaunda	695933	742822	803301	855671	100	100	100	100	1,07	1,07

The majority of the Dr. Kenneth Kaunda District population reside within the City of Matlosana LM area of jurisdiction (56.1, down from 56.8% in 2016), followed by JB Marks LM area of jurisdiction (33.1 up from 32.2% in 2016). The Local Municipality with the lowest population in the Dr. Kenneth Kaunda District Municipality is Maquassi Hills LM area of jurisdiction (10.8, down from 11.0%). The number of wards per local municipality is Matlosana (39), JB Marks (34) and Maquassi Hills (11) for a total of 84 in the DM, as on September 2016 (*Statistics SA, Census 2011, Community Survey 2016, Mid-year Population Estimates*

2021). The number of households within the Dr. Kenneth Kaunda District was estimated at 253 901 in 2021, from 223 358 in 2016, and 198 784 in 2011 (*Mid-year Population Estimates 2021*).

4. Organizational Structure

The organizational structures which are proposed in the 2002 IDP Guide Pack have been implemented in the preparation of the past generations of the IDPs comprises four committees, namely, the **District IDP Representative Forum**, the **District IDP Steering Committee**, the **Extended Technical Intergovernmental Relations (IGR) Forum** and the **IDP Coordinating Committee**. The Dr. Kenneth Kaunda District Municipality **Political Intergovernmental Relations (IGR) Forum** (and the extended version (**Extended IGR**)) was 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 Cooperative Governance, Human Settlements & Traditional Affairs (COGHSTA) and SALGA-NW are invited to these meetings. The district IDP 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) The **Extended Technical IGR Forum, headed by the DM Municipal Manager** has been institutionalised to precede the **Extended Political IGR Forum**, wherever possible. The Extended 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 resolve matters related to the implementation of projects. Invitations have been extended to senior officials of the sector departments and state-owned enterprises replacing the **Sector Department engagements/meetings** in the planning, reporting and monitoring processes.
- (iii) At the political, administrative and technical levels inside each municipality (internal Structures) the **IDP Steering Committee** consists of the Municipal Manager who chairs the meetings; Members of the Mayoral Committee, Senior Managers, Managers in the Political Offices and Strategic Managers are members. The Single Whip and the Speaker are included in meetings of the district IDP Steering Committee, from which progress reports are forwarded to the district IDP Representative Forum for consideration.

- (iv) In order to finalise IDP priorities and the budget between the DM and Local Municipalities, **the DM may engage local municipalities through the Executive Mayoral Roadshow or Mayoral Imbizo**. Such a Mayoral Roadshow or Imbizo will be led by the DM Executive Mayor, MMC's, Municipal Managers, Senior Managers and their counterparts at the local level.
- (v) 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.

5. Framework Program and Timeframes

The target date for completion of all the phases is the **end of May of every year**; this implies that the draft 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 following must be taken into consideration throughout 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 IDPs;
- Ensuring that all IDPs respond to National Development Plan (NDP) priorities, and
- **Ensuring the alignment between the IDP and the District Development Model (DDM).**

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, and 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, especially after the draft Medium Term Revenue Expenditure Framework (MTREF) has been tabled by the Executive Mayor.

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.

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 fifth generation Planning Cycle takes into consideration the National Local Government Elections of October 2021. *The accompanying table outlines the time frames of the process:*

Table: Timeframes IDP Development Processes

IDP Meetings	Date	IDP Phase
IDP Coordinating Committee	July/August/September	Analysis
Extended Technical IGR Forum	July/August	Analysis: Planning and Reporting
IDP Steering Committee	August/September	Analysis
IDP Coordinating Committee	October	Strategies
Extended Technical IGR Forum	November/ December	Strategies and Projects: Planning and Reporting
IDP Steering Committee	December	Strategies and Projects (at local municipalities)
IDP Representative Forum-First	November/ December	Reaffirm analysis, strategies and Projects (local municipalities), and repeated after each significant phase
Adoption of IDP (5 th Generation)	November-March	Approval of IDP by New Councils (First Year of Council Only)
IDP Coordinating Committee	February	Integration
IDP Steering Committee	February/March	Integration
Extended Technical IGR Forum	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 Skills Training Workshop for Councilors by SALGA NW	After the Elections	
IDP Coordinating Committee	April	Integration and Alignment
IDP Steering Committee	April/May	Integration and Alignment
Extended Technical IGR Forum	February/March	Integration and Alignment: Planning and Reporting
Extended IGR Forum	February-March-April	Finalizing the projects in municipalities
IDP Representative Forum-Final	Sept-April	Reaffirm projects and integration as per municipality
Approval	March-May	Advertisements, Tabling, Adoption and Submission to MEC of the Draft and Final IDP by Councils in the district

6. 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 processes at all phases to ensure that the stakeholders function as much as possible as a unit. 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.

For alignment purposes the district IDP Coordinating Committee and Extended 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;
- Standardisation 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 Committees on issues of district interest;
- Monitoring the progress of the IDP process; and
- 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 organisational structure of the IDP Coordinating Committee in the DM has evolved on the basis of need during the development and review processes of the second generation IDP-

- IDP Manager;
- IDP Coordinator/Specialist;
- North West Department of Cooperative Governance, Human Settlements and Traditional Affairs (NW CoGHSTA);
- SALGA-NW; and
- Office of the Premier (NW).

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

- Municipal Manager (Chairperson);
- Municipal Managers (Local Municipalities);
- IDP Managers/ Coordinators (both DM and Locals);
- Senior Managers the DM and Local Municipalities;
- Managers in the Political Offices of Municipalities;
- Strategic Managers in the Municipalities; and
- Senior Managers of Sector Departments.

The municipality's IDP Service Providers to the Council will be included if and when necessary.

7. 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-

- **District Development Plan Profile and One Plan;**
- 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 (NSDP);
- NW Provincial Growth and Development Strategy (PGDS);
- NW Provincial Spatial Development Framework (PSDF);
- The Annual State of the Nation and Province Address (SONA and SOPA);
- The Five Year Local Government Strategic Agenda (Latest Version); and
- Youth Development for Local Government: The Framework.

8. Monitoring the Planning Process and Amendment of the Framework

Each municipality (district and local) will be responsible for monitoring its own process plan and ensure that the IDP Framework is adopted by each Council and followed. The IDP Coordinating Committee will meet according to a predetermined schedule in each quarter to assess progress of each phase.

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 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 processes 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; and
- Quality assessment on the content of documents and plans.