

**2023/2024**

# **INTEGRATED DEVELOPMENT PLAN (IDP) PROCESS PLAN**



**Dr Kenneth Kaunda District  
Municipality**

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## 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, as amended, states that:

- (1) *“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 prescribes the process to be followed:

- (1) *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 program 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*
- (2) *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.*

Section 83 of the Local Government: Structures Act, as amended, states that:

- (3) *A district municipality must seek to achieve the integrated, sustainable and equitable social and economic development of its area as a whole by—*
  - (a) *ensuring integrated development planning for the district as a whole:*
  - (b) *promoting bulk infrastructural development and services for the district as a whole;*
  - (c) *building the capacity of local municipalities in its area to perform their functions and exercise their powers where such capacity is lacking; and*
  - (d) *promoting the equitable distribution of resources between the local municipalities in its area to ensure appropriate levels of municipal services within the area.*

In addition, Section 84 of the Local Government: Structures Act, 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*

## **2. 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

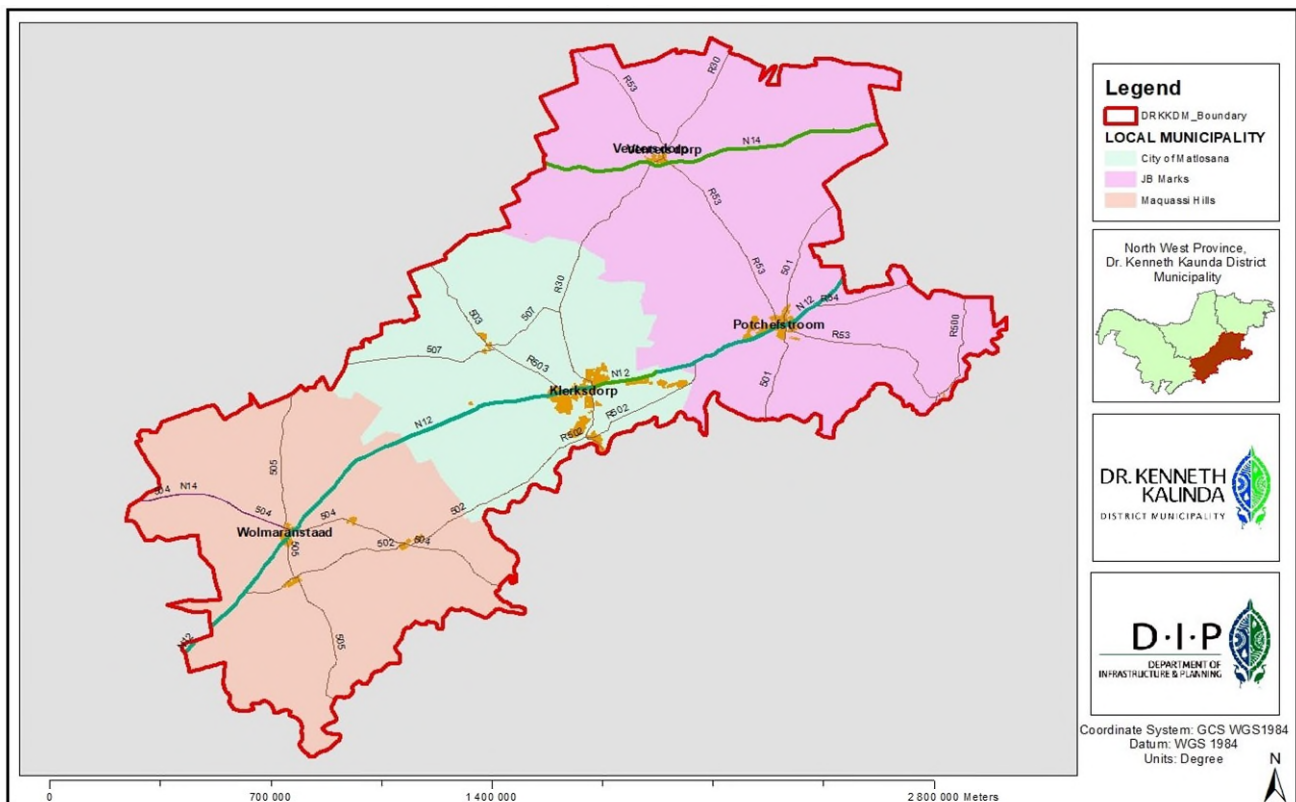
Section 3 of the Local Government: Municipal Planning and Performance Management Regulations, prescribes a comprehensive process for amending the IDP

### 3. Institutional Description

#### 3.1 The District Municipality Demographics

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 km<sup>2</sup>. It 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.

**Figure:** Map of Dr Kenneth Kaunda District Municipality



### 3.2 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:

PORTFOLIO	LEADER
Executive Mayor (BF)	Cllr. N.J Num
Speaker (BM)	Cllr. X.C Nxozana
Single Whip (BM)	Cllr. S.J Lesie
<b>LOCAL ECONOMIC DEVELOPMENT AND PLANNING DEPARTMENT</b>	
MMC District Economic Development and Tourism (BM)	Cllr. T.R Mampe
MMC Technical Services (Infrastructure) (BM)	Cllr. Z. Mphafudi
<b>COMMUNITY SERVICES DEPARTMENT</b> (Disaster Risk Management and Public Safety & Municipal Health and Environment Management Services)	
MMC Community Services (BF)	Cllr. M.W Makgale
<b>CORPORATE SERVICES &amp; ICT DEPARTMENT</b>	
MMC Corporate Services & ICT (BF)	Cllr. L.G Molapisi
<b>BUDGET AND TREASURY DEPARTMENT</b>	
MMC Budget and Treasury (BF)	Cllr. R.O Thabanchu
<b>OFFICE OF THE EXECUTIVE MAYOR</b>	
MMC Special Programs (BF)	Cllr. D.M Matsapola

### 3.3 Administrative Leadership

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

POSITION	NAME
Municipal Manager (BF)	M.J. Ratlhogo
Senior Manager: Corporate Support Services (BM)	M.B. Molefe (Acting)
Chief Financial Officer (BM)	L. Steenkamp
Senior Manager: Local Economic Development and Planning (BM)	M.T. Rampedi
Senior Manager: Community Services (BM)	C.P. Mofokeng (Acting)
Chief Audit Executive (BM)	S.G Mtemekwana

The municipality has a strategic unit, with the six (6) managers reporting directly to the municipal manager, three (3) managers in the political offices and the manager in the MPAC office, positions of which are filled as follows:

POSITION	NAME
Manager: Office of the Executive Mayor (BM)	X. Mndaweni (Acting)
Manager: Office of the Speaker (BM)	F. Canga
Manager: Office of the Single Whip (BM)	M.D. Matsose
Manager: Municipal Public Accounts Committee (MPAC) (BF)	B. Roberts-Tebejane
Manager: Corporate Communications (BM)	X. Mndaweni
Manager: Internal Audit (BF)	R. Seremo
Manager: Minimum Information Security Systems	L. Motepe (Acting)
Manager: Performance Management Systems (BM)	O. Baloyi
Manager: Strategic and Integrated Development Planning (BM)	T. Mokatsane
Chief Risk Officer (BM)	L. Motepe

## 4. 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

## **5. Organizational IDP Structures/ Institutional Arrangements**

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

### **5.1 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 extended 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.

### **5.2 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

### **5.3 Extended Technical IGR Forum**

The Technical Intergovernmental Relations (IGR) Forum, headed by the DM Municipal Manager has been 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 its inception, the invitations have been increasingly 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 programs 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.

#### **5.4 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

#### **5.5 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.

#### **5.6 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.

## **6. 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 (If practical),
- 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 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 Unit will play a significant role in coordinating the necessary support inside the municipality and across the district.

## **7. IDP Processes and Phases**

The target date for the approval of the reviewed Integrated Development Plans and the tabling of the 2024-25 Draft IDP by Council is 31 March 2024. For the sake of alignment between the Budget and IDP Processes, some meetings of the relevant committees will preferably be convened on the same date (Budget Steering Committee Meeting and the IDP Steering Committee Meeting). The following phases for IDP development are defined in the IDP Guide Pack of 2002 and reproduced in the IDP Framework 2022-2027;

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

The Draft 2023-24 Integrated Development Plan of the Dr. Kenneth Kaunda DM will be completed and tabled in Council by the end of March 2023 and published for comments between March and April 2023. ***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.***

## **8. Mechanisms and Procedures for Community Participation**

Across the district 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 direct participation of communities in local municipality IDP public processes through Ward Consultation programs, which includes the twenty-one (21) days allowance for public comments, and
- (d) Outreach programmes through both print and electronic media.

The completed Draft IDPs of the local municipalities must also be tabled for consideration by the respective municipalities by 31 March 2024 to ensure that the IDP of the DM is adopted on time. The accompanying table outlines the schedule:

## 9. Schedule of IDP and Related Processes

Date	Activity	IDP Phase	Participants
July/Aug 2023	Provincial IDP Assessments	2022-23 IDP Assessment of all municipalities in the province	NW Department of Cooperative Governance & Traditional Affairs
17 Aug 23	IDP Coordinating Committee Meeting	First Annual Planning Session for the DM & its locals – The Analysis Phase	District IDP Managers, NW COGTA, Premier's Office & NW SALGA
07-08 Sep 23	Extended Technical IGR and	Project Implementation Report Meeting- First Quarter Implementation Reports	MM's. Senior Managers, IDP Managers of Sector Depts, LM's & the DM
12 Oct 23	IDP Steering Committee Meeting	Reporting, Planning and Analysis Phase	MMC's, MM, Senior Managers and Managers of the DM
02 Nov 23	IDP Coordinating Committee Meeting	Planning, Analysis, Strategies & Projects in Local Municipalities	IDP Managers in District, NW COGHSTA, Premier's Office, SALGA
16-17 Nov 23	Extended Technical IGR Forum Meeting	Project Implementation Progress Reports	MMs. Senior Managers, IDP/PMS Managers (Sectors and Municipalities)
01 Feb 2024	IDP Coordinating Committee	Progress Report, Finalization of Draft IDP Amendments	LM IDP Manager's/Co-coordinators & the DM planning unit
15 Feb 2024	Extended Technical IGR Forum Meeting	Project Implementation Report Meeting	MMs. Senior Managers, IDP/PMS Managers (Sectors and Municipalities)
07 Mar 24	IDP Steering Committee	Sector Dept. Projects, Draft IDP	MMC's, MM & Managers of the DM
<b>28 Mar 24</b>	<b>Full Council Meeting</b>	<b>Tabling Draft 2024/25 IDP Amendments</b>	<b>Full Council</b>
01 April 24	Placing Draft 2024-2025 IDP	Approval Phase: Draft 2024/25 IDP distributed to Public Places and Stakeholders for 21 Days Public Comments	IDP Unit
Apr-May 24	Community Consultations	Print and Digital Media IDP/Budget Consultations	Executive Mayor, Senior Managers, Managers
18 Apr 24	Extended Technical IGR Forum Meeting	Project Implementation Report Meeting and Final Confirmation of Projects by all Stakeholders	MMs. Senior Managers, IDP/PMS Managers (Sectors and Municipalities)
<b>09 May 24</b>	<b>IDP Representative Forum</b>	<b>Final Projects Integration</b>	<b>All Dr KKDM Stakeholders</b>
<b>May 2024</b>	<b>Budget and IDP Steering Committee Joint Meetings</b>	<b>Final Projects and Programs, Changes to Draft IDP Document</b>	<b>Dr KKDM Senior Managers &amp; MMC's</b>
<b>30 May 24</b>	<b>Full Council Meeting</b>	<b>Adoption of 2024/25 IDP Review Document (Final Approval Phase)</b>	<b>Full Council</b>
04 Jun 24	Distributions of 2024/2025 IDP	Distribution to Public Places and Stakeholders	IDP Unit