

# Central Karoo District Municipality



## Integrated Development Plan Framework 2017 - 2022



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## 1. INTRODUCTION

Section 27 of the Municipal Systems Act (Act 32 of 2000) stipulates the following regarding each framework for integrated development planning:

“(1) Each district municipality, within a prescribed period after the start of its elected term and 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 the local municipalities in the area of the district municipality, and must at least-

(a) Identify the plans and planning requirements binding in terms of national and provincial legislation on the district municipality and the local municipalities or any specific municipality;

(b) Identify the matters to be included in the integrated development plans of the district municipality and the local municipalities that require alignment

(c) Specify the principles to be applied and coordinate 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 framework is the most important directional document for aligning the planning process for Integrated Development Plans (IDPs) among local municipalities and the Central Karoo District Municipality.

The Section 27 Framework as described by the Municipal Systems Act (Act 32 of 2000) outlines that the identification of plans and planning requirements needs to be clearly defined between the district and the local municipalities. It is pertinent that the Central Karoo Section 27 framework be guided by certain responsibilities, which are entrusted to district and local municipalities in terms of legislation.

It is important to note that the Section 27 Framework has been constituted in collaboration with both local and district municipalities. The writing up of this Section 27 Framework has also been influenced by other municipalities' frameworks so as to learn good practices from other districts.

**This Framework is binding on both the district as well as the local municipalities throughout the Central Karoo.**

## 2. OBJECTIVES OF THE FRAMEWORK

In terms of the Constitution of the Republic of South Africa the Local Government Structures Act, 1998 (Act 117 of 1998), including the Municipal Structures Amendment Act, B51-2000, the Local Government Systems Act, 2000 (Act 32 of 2000) and the White Paper on Local Government, 1998 the most important objectives of the Framework are:-

- To serve as guiding model for sustainable integrated development planning throughout the Central Karoo District;
- To ensure that all role players are involved in the integrated planning processes of district municipality and local municipalities
- To ensure that all the local municipalities in the Central Karoo District Municipality be guided by legislation in executing our role and responsibilities to the best of our knowledge;
- To strengthen intergovernmental relations in the Central Karoo District and to align and successfully co-ordinate Integrated Development Planning throughout the Central Karoo region;
- To educate and guide other role players throughout the Central Karoo Region relating to the business unusual' operation of local government, in particular with regard to aspects of integrated development planning;
- To ensure that vigorous analysis of the needs being identified through public participation process in our communities on district and local municipalities level be identified and addressed in the integrated Development Processes
- To ensure and co-ordinate the effective use of resources;
- To ensure that the district and local municipalities are kept abreast with national, provincial legislation , policy and strategies which directly influences our processes through the integrated Development Planning;
- To ensure the district and local municipalities to utilize the above-mentioned legislation, policy and strategy in development planning across departments and for future reasoning throughout the Central Karoo Region.

### **3. OVERALL POLICY AND PRINCIPLES FOR INTEGRATED DEVELOPMENT PLANNING IN THE CENTRAL KAROO DISTRICT**

The Section 27 Framework takes into account that any existing, approved policy and strategies will be taken into consideration in future development planning throughout the Central Karoo District and Local municipalities.

The following measures will apply to ensure the above:-

- Strategies arising from existing, approved IDPs both at the district and local level that have been implemented in part and as a whole will be continued
- The Integrated Development Planning Process both at the district and local levels will be guided by the agreed policy and principles of integrated development in the Central Karoo Region
- The latter will be taken into account when Integrated Development Plans have been approved and implemented at all levels

#### **a. Current status of development planning in the Central Karoo District**

All the municipalities in the district have developed and adopted their last IDP Reviews. They all are in the final year of their 3<sup>rd</sup> Generation IDPs. Processes have now started where they are preparing for their 4<sup>th</sup> Generation IDPs. The Section 27 Framework will be tabled where after Local Process Plans will be developed and tabled.

#### **b. Roles and Responsibilities of district and local municipalities for continued liaison and coordination as depicted in the Section 27 Framework**

To successfully ensure continued liaison and coordination the following operations throughout the Central Karoo District will apply

- Bi-monthly meetings of the IDP Managers/ coordinators throughout the Central Karoo to engage and coordinate IDP related matters that will arise
- These meetings will also afford the IDP Coordinator of the Central Karoo District the opportunity to monitor and evaluate progress relating to challenges experienced at local level and in consultation with the Municipal Manager make provision for assistance / support in this regard to a particular municipality
- Meetings will take place at least every two months
- Workshops will be planned under the auspices of Central Karoo District Municipality which will influence the integrated Development Planning Processes of the district and local municipalities.
- Workshops will be determined based on a particular need raised by the district and local municipalities.

- IDP Forum engagements will be held every two months with the\*\*Executive Mayor or the Municipal Manager of the Central Karoo District Municipality as the Chairperson ,IDP Managers of the local municipalities, Mayors and Municipal Managers from the respective local municipalities and sector departments will be part where issues pertaining the Integrated Development Planning Processes will be discussed and addressed.
- \*Delegated councillors of local municipalities serving in the Central Karoo Region Integrated Development Forums of the respective local municipalities will also be forwarded an invitation to attend the Central Karoo IDP Forum engagements.

#### **4. DISTRICT IDP FRAMEWORK VS IDP PROCESS PLAN**

The District IDP Framework Plan is a high level summary of the District development Plan over a five year period. The Framework Plan indicates, amongst others, matters that require alignment and how this alignment and integration will be achieved.

The IDP Process Plan is a time schedule of activities and events to be undertaken in the process of developing the actual District IDP, supporting IDP processes of the Local Municipalities to ensure alignment.

#### **5. Legal Context of the DISTRICT IDP Framework**

Section 27 of the Municipal Systems Act, 2000 (Act 32 of 2000) states that the Framework Plan must at least cover the following issues:

Identify the plans and planning requirements binding in terms of national and provincial legislation on the district municipality and the local municipalities or on any specific municipality

- a. Identify the matters to be included in the integrated development plans of the district municipality and the local municipalities that require alignment;
- b. Specify the principles to be applied and coordinate the approach to be adopted in respect of those matters; and
- c. 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.

According to section 35 of Municipal Systems Act, 2000 (Act 32 of 2000) the following milestones with regards to alignment must be attained:

1. Budgeting process of the municipality should align with IDP process in the way that allocations would be informed by the priorities and objectives emanating from the IDP. It is imperative to note and ensure that all projects in the IDP should be linked with the budget. Where there is no budget allocated such project should be escalated to the Joint Planning Initiative (JPI) process.
2. National and Provincial Departments' programmes/projects at municipal levels should align with the municipal development priorities and objectives
3. Local government programmes at the District level should align with programmes at the local municipalities
4. All development initiatives (government, private sector international agencies) should only be approved on the basis that they have expression in the priorities and objectives of Central Karoo District Municipal IDP

## **6. Critical Issues Related to the Review Process OF THE 2017 – 2022 IDP**

The following issues remain critical throughout the 2017 / 2018 IDP Review process:

1. The District IDP framework shall inform the time schedule of both the District and those of the B-Local municipalities
2. The IDP process should align with the prescribed legislative timeframes
3. Community involvement should be enshrined in the process from preparatory phase to approval and implementation phases of municipal IDPs
4. The region's B – municipalities IDP process should be informed by the Ward level development concerns and needs
5. In all phases of the IDP Drafting, Review and Amendment process, the district's B – municipalities will inform the Central Karoo District Municipal IDP
6. B – Municipalities shall submit their considered and final approved IDP documents to the Central Karoo District Municipality.

## 7. The IDP Cycle

PHASE	ACTIVITIES	TIMEFRAME
Initiation	Adoption of District Framework (Review) Adoption of Time Schedules	Completed by August 2017
Analysis	Community and Ward Committee meetings Stakeholder meetings	Completed by 31 October 2017
Strategies	Strategic workshops	Completed by 30 November 2017
Projects	Municipality-wide Projects/Programmes Community Level Projects/Programmes	Completed by 31 January 2018
Integration	District and B – municipalities to integrate all municipal sector plans integration	Completed by 28 February 2018
Council consideration	District and B – Municipal Councils to consider Draft IDP	Completed by 31 March 2018
Public Participation	Communities to comment on IDPs	Completed by 30 April 2018
Council adoption	Final approval by District and B – Municipal Councils	Completed by 31 May 2018



## 8. HORIZONTAL AND VERTICAL ALIGNMENT

The main responsibility of horizontal alignment lies with the Central Karoo District Municipality. The Central Karoo District IDP Managers Forum will be utilized as the platform to ensure alignment between the B – municipalities residing within the district, the Central Karoo District municipality, as well as Provincial and National Departments.

The core component of vertical alignment will be through the district's established Technical IGR engagements coordinated by the Central Karoo District Municipality. Alignment with Provincial Sector Departments may also be achieved.

For this purpose, the Provincial IDP Managers Forum meetings; Provincial IDP Indaba 1 (Joint Planning Initiative); Provincial IDP Indaba 2 and LGMTEC 3 Assessment will deliberate.

Matters that require alignment between the district and local municipalities and to be included in the IDPs are:

- Integrated Development Planning – The Central Karoo District Municipality proposes that this be achieved through constant communication, dialogue, interaction, deliberations and engagements between the District and B-Municipalities. In addition to the strengthened District IDP Managers Forum, that the principles identified in 4 above be adhered to and assist towards the achievement of credible and sustainable IDP's...
- Fostering a Green Economy – Central Karoo District Municipality seeks to promote the enforcement of environmental laws, and the identification of environmental projects and programmes which support local economic development initiatives
- Bulk infrastructure development - To be achieved through the strengthening of the District Infrastructure planning Forum and the development of a comprehensive bulk infrastructure development plan.
- Bulk water supply systems – Through the identification of development transitions and through the platform of the Infrastructural Planning Forums.
- Bulk supply of electricity and the implementation of alternative energy transitions
- Regional waste water
- Sewerage disposal
- Waste management, education and the regional landfill site construction and administration
- Municipal roads
- Integrated Transport Planning
- Information and Communication Integration and governance Technologies
- Performance Management – Through the identification of assessment criteria and pre-determined objectives
- Regulation of passenger transport services

- Municipal airports
- Municipal health
- Skills development
- Funding mobilization
- Expanded Public Works Programme
- Disaster Management and firefighting services
- Establishment, control and conduct of fresh produce markets, abattoirs, cemeteries and crematoria
- Local Economic Development
- Tourism Development – Through the extensive marketing of the entire District and the promotion of new products and experiences.

## **9. CENTRAL KAROO District Municipality's Stakeholder Engagements**

The Central Karoo District Municipality will also engage district wide stakeholders as part of its five year 2017/2018-2021/2022 IDP process. This will be mainly through the utilization of established District Technical IGR Forums. The objectives of these engagements in the Central Karoo District will be to identify developmental concerns of a district concern and possible district wide solutions for discussion with the Steering committee and a Strategic Workshop with Council. The outcomes of these sessions will be included in the Central Karoo District Municipality's Draft 2017 /18 – 2021/22 five year IDP.

The Central Karoo District will also utilise the Provincial IDP Indaba 1 (JPI) which is tentatively scheduled for October 2016 as the platform to engage with sector departments on critical developmental issues that emanated from their previous individual IDP Public Participation engagements. Progress with regards to fast tracking long term JPI's shall also be placed under spotlight. Provincial IDP Indaba 2 will further be used as the platform where sector departments must present their budget allocations to the B's for the coming financial year. IDP, Budget and SDBIP alignment should be incorporated into the Draft IDP for tabling at Council the end of March 2017.

## 10. Components for inclusion in Municipal IDP

The contents of the district and each local municipality IDP need not necessarily be similar, but for the sake of alignment it is accepted that at least the following components will be provided to ensure alignment of district's and local municipalities Integrated Development Plans.

<b>Clear Analysis Of Municipal Reality And Clear Development Strategy</b>	<ul style="list-style-type: none"> <li>• Socio-economic analysis of municipal area: Ward-based profiling within the municipal area * (exclude District IDP)</li> <li>• Clear long term development vision (JPI and SDF)</li> <li>• Clear economic development strategy (to broaden economic participation through skills development and higher investment rate)</li> <li>• Clear strategy for people development (skills / health / education)</li> <li>• Clear actions for development of natural resource base</li> <li>• Action for integrated human settlement (spatial planning logic)</li> <li>• Sectoral plans in support (water, transport, energy, land reform)</li> </ul>
<b>Targeted Basic Services And Infrastructure Investment</b>	<ul style="list-style-type: none"> <li>• Basic service provision that address national targets for basic service provision (water, sanitation, electricity, waste removal/sanitation)</li> <li>• Comprehensive Bulk Infrastructure Planning</li> <li>• Clear medium to long term infrastructure provision strategy: Targeting of services and infrastructure to specific areas</li> <li>• Maintenance of infrastructure is addressed</li> <li>• MIG and other infrastructure grants are optimally utilised</li> </ul>
<b>Community Involvement In Planning And Delivery</b>	<ul style="list-style-type: none"> <li>• Ward Committee re-establishment (Especially in Beaufort West Municipality)</li> <li>• Ward Committee Induction and training</li> <li>• Communication and capacity building on IDP through council and ward structures</li> <li>• Sector involvement in the IDP</li> </ul>
<b>Institutional Delivery Capacity Within Municipality</b>	<ul style="list-style-type: none"> <li>• Institutional Framework and Microstructure review</li> <li>• Clear project and service delivery plans</li> <li>• Budget linked to IDP priorities and projects</li> <li>• Clear performance indicators for IDP implementation: services/project</li> <li>• Internal skills, systems and implementation responsibilities</li> </ul>
<b>Alignment With National/Provincial Programmes</b>	<ul style="list-style-type: none"> <li>• IDP addresses national and provincial strategies (economic, social and environmental (i.e. NSDP, PGDS))</li> <li>• District and B – Municipal IDP have shared strategic priorities</li> <li>• Sharing of resources between spheres of government in the IDP</li> </ul>

## **11. Policy Requirements to be Included in Municipal IDPs**

To ensure that both the district and local municipalities include all the relevant binding national and provincial legislation, policy, programmes, strategies or parts thereof and that these requirements are considered and met in the region's IDP formulation processes, the following is highlighted:

### **a) Strategic Direction**

- State of the Nation Address (SoNA)
- Budget Speech
- State of the Provincial Address
- State of the District Address

### **b) Plans**

- National Development Plan 2030
- Provincial Strategic Plan

### **LEVEL 1 (SPATIAL VISION AND SDF)**

- SDF which constitutes the undermentioned components:
  - Spatial Vision
  - Long-term spatial development vision statement and plan
  - Integration of all sector policies and plans
  - Guide planning and development decisions across all sectors of government
  - Guide in relation to spatial planning and land use management systems
  - Provide clear and accessible information to public and private sector for investment purposes
  - Include previously disadvantaged areas and address their inclusion and integration into spatial, economic, social and environmental objectives
  - Address historical spatial imbalances in development
  - Identify long term risks of spatial patterns of growth
  - Provide strategic direction for strategic developments, infrastructure development in the investment of land development
  - Take cognizance of any environmental management instrument

- Incorporate the outcomes of substantial public engagement

## **LEVEL 2 (SOCIAL, ECONOMIC AND ENVIRONMENTAL VISION)**

- LED/Tourism/Agriculture Plans
- Environmental Management Plans
- Integrated Human Settlements

## **LEVEL 3 (INPUT SECTOR PLANS)**

- Integrated Waste Management Plan
- Integrated Transport Plans
- Air Quality Management Plans
- Water Services Development Plans
- Budget related planning – mSCOA
- Integrated Waste Management Plan
- Integrated Energy Plan
- Sports and Recreation Plan

## **LEVEL 4 (STRATEGY SUPPORT)**

- Disaster Management Plan
- Risk Management Plan
- Comprehensive Bulk Infrastructure Plans

## **LEVEL 5 (IMPLEMENTATION SUPPORT)**

- Institutional/Financial Plan

- Asset management maintenance plans

### **c) Planning Requirements**

- National Key Performance Areas and targets
- Provincial Key Performance Areas and targets
- District Section 27 Framework
- Joint Planning Initiatives
- Indaba Agreements and Referrals
- National Spatial Development Perspective
- Provincial Spatial Development Framework
- District Spatial Development Framework
- Local Spatial Development Framework
- Disaster Contingency Plans
- Performance Management Strategies and PDO's
- EPWP Strategies / Policies
- Poverty, HIV/AIDS and Youth Development Strategies
- Land Use Development Objectives
- Human Resources Development Strategies (Workplace Skills, Employment Equity, etc)
- Local Economic Development Implementation
- Tourism Project implementation
- Integrated Infrastructure Plans implementation
- Integrated Energy Plans
- Information and Communication Technology Integration and governance implementation
- Public Participation and Communication mobilization, education and inclusion

#### **d) Legislative Framework**

- The Constitution RSA
- The White Paper on Local Government
- The Municipal Systems Act and Regulations 32 of 2000
- The Municipal Finance Management Act 56 of 2003
- The Intergovernmental Relations Framework Act
- Disaster Management Act
- National Environmental Management Act
- Municipal Structures Act
- Public Sector Procurement Reform in SA
- Disaster Management Act
- Municipal Planning Regulations
- Water Services Act
- Integrated Pollution and Waste Management for SA
- White Paper on SA Land Policy
- Rural Development Framework
- White Paper Energy
- Spatial Planning and Land Use Management Act, 2001
- Farm Worker Housing and Fringe Policy
- Bio-regional Planning Policy and Guide
- Guidelines for Subdivision of Agricultural Land
- White Paper on Transport
- White Paper – Knowledge Economy for the Western Cape

## 12. CENTRAL KAROO INSTITUTIONAL Arrangements (Structures That Drive the IDP Process)

The Central Karoo District Municipality will employ the following structures and platforms to ensure continued liaison and coordination throughout the IDP process:

- Council meetings and strategic workshops
- Mayco meetings
- Mancom
- Provincial Minmay Tech
- Central Karoo District Coordinating Forum (DCF)
- District Municipal Managers Forum (MMF)
- The Central Karoo District Municipality's IDP Steering committee
- District Public Participation and Communication Forum
- District IDP Managers Forum
- District IDP Representative Forum Work Groups
- Provincial IDP Indaba 1 ([JPI](#)) and 2
- Provincial Public Participation Forum
- District Bulk Infrastructure Forum (To be established)

## 13. MUNICIPAL PUBLIC PARTICIPATION:

- In both the Municipal Structures Act (Structures Act) and the Municipal Systems Act (Systems Act) a statutory framework is established that broadly outlines a system of participatory democracy.
- The structures Act gives the bare bones of a ward committee system while the Systems Act devotes chapter 4 to community participation.
- The National statutory framework allows municipalities to develop in the words of the Systems Act, "a culture of municipal governance that complements formal representative government with a system of participatory government" (s 16(1))



## **Objectives of Public Participation**

- The objectives of community / public participation should be to:
  - Provide information to citizens
  - Getting information from and about citizens
  - Improving public decisions, programmes, projects and services
  - Enhancing acceptance of public decisions, programmes, projects and services

## **Information**

Obtained through any public participation process which may impact on the IDP of another municipality (Local or District), or which have to be included in the relevant municipality's IDP, must be relayed to the IDP Managers of the relevant municipality as soon as possible. The information from the local municipality regarding their public participation needs also need to be forwarded to the district municipality as soon as the municipalities have done their analysis of their community needs.

## **Feedback to the public**

Must be regarded as equally important as participation, and must be undertaken in a structured way both at district and local as determined in each municipality's process plan, but with a minimum requirement of feedback twice a year.

Each local municipality will be responsible for their own public participation during their IDP process. Important to this process is that the region's B – Municipalities extend invitations to the Central Karoo District Municipality, via the Office of their Strategic / Municipal Managers, to these workshops and, if so required, clearly indicate the support needed from the Central Karoo District Municipality with the facilitation or coordination of these workshops.

The outcomes of local public participation processes must be communicated to the Central Karoo District Municipality, via the District IDP Managers Forum as soon as the municipalities have completed the analysis phase of their IDP process and by no later than the end of November 2017.

Following the consideration of the review of the Five-year (2017/18- 2021/22) IDPs by the Districts' Municipal Councils at end of March 2018, the Draft IDP documents should be published for all members of the community to comment on gaps and successes of the IDP. All public comments raised during this period shall be taken into consideration before the district's first review of the five years 2017/18-2021/22 IDPs submitted to their respective Councils for final adoption.

## **14. PROCEDURES AND PRINCIPLES FOR MONITORING THE PLANNING PROCESS**

The following procedure and principles will apply to the monitoring of the planning process:-

- Each municipality is responsible for monitoring its own process and for ensuring that the agreed principles and programmes for the framework are adhered to.
- Each municipality will use its IDP Representative Forum and IDP Steering Committee together with the IDP Manager concerned as the responsible monitoring agent. The monitoring agent is responsible for reporting on progress/problems upward to the Council and Mayoral Committee concerned and downward to officials and functionaries. The IDP Representative forum must also monitor the process.
- Section 83 and 84 (1) (a) of the Municipal Structure Act empower the CKDM to monitor the process at district and local level. The IDP Manager/s of the B Municipalities monitor the process for the Central Karoo Region.

## **15. AMENDMENT OF THE FRAMEWORK**

The following procedures and principles will apply to addressing any departure/amendment to the Framework and/or the planning process as such:-

- The committee of IDP Managers/Coordinators referred to above meets after each phase in the IDP process to evaluate progress and to identify where changes, amendments or departures to or from both the framework and the planning process are required.
- Each municipality must notify the CKDM within five (5) working days of any departure from its Action Plan that may have an impact on district-level activities and programmes (e.g. the identification of local priorities are delayed and therefore the district-level strategic workshop on priorities would have to be postponed).
- CKDM IDP Coordinator in conjunction with IDP Manager of the respective local municipalities deals with the process and ensures that all proposals for departure/amendment are reported to role players and that their comments are invited.
- CKDM IDP Coordinator and the IDP Managers of the respective local municipalities will amend the section 27, framework and submit to the respective local municipalities' mayoral committee and councils for approval.
- The section 27 framework will also be discussed at the IDP Forum meetings for inputs from respective role players.

## **16. Review of Framework Plan**

This Section 27 District Framework Plan will be reviewed annually.

## **17. Conclusion**

The Central Karoo District Municipal Section 27 Framework aims to bind both the district municipality and the region's B – municipalities through consultation, coordination and alignment between the planning processes. The Framework also aims to establish structures that could be of use to improve municipal IDP processes and at the same time provide the mechanisms that could be utilised to monitor and evaluate the IDP development process.

In conclusion, the Central Karoo District Municipal Section 27 Framework Plan must be seen as the tool for the district to ensure that interrelated parallel planning processes within the district are used to obtain maximum advantage for the district as a whole thus leading to credible and sustainable integrated development planning and development within the District and meeting the socio-economic challenges through risk mitigation, accurate and concise budgeting and performance monitoring.