

# **IDP FRAMEWORK PLAN FOR 2017 - 2022 IDP**

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## 1. INTRODUCTION

The Framework plan is the mechanism to ensure alignment and integration between the IDPs of the Chris Hani District Municipality and local municipalities of Engcobo, Emalahleni, Intsika Yethu, Sakhisizwe, Enoch Mgijima, and Inxuba Yethemba. In accordance to Section 27(1) of the Municipal Systems Act, No 32 of 2000

*“Each district municipality, within a prescribed period after the start of its elected term and after following a consultative process with local municipalities within its area, must adopt a framework for integrated development planning in the area as a whole”.*

The function of the framework plan is to ensure that the processes of district IDP and local IDPs are mutually linked and can inform one another. The Chris Hani District Municipality is responsible for drafting this framework as the Municipal Systems Act highlights.

By 25<sup>th</sup> May 2016, Chris Hani District Municipality adopted the last review of the five [5] year 2012-2017 Integrated Development Plan (IDP) for the municipality which was reviewed annually up until the 25<sup>th</sup> May 2016. The IDP was developed in accordance with the requirements as set out in the Municipal Systems Act (32 of 2000) and the Local Government: Municipal Planning and Performance Management Regulations of 2001 and 2006.

The CHDM 2012-2017 long term vision and mission for the 5 year IDP term was:

**Vision: “A people-centred developmental rural district municipality”**

**Mission: “To co-ordinate governance for quality service and better communities through co-operative governance, socio-economic development, integrated development planning, and sustainable utilization of resources”**

### **CHDM Values:**

**C**=Commitment  
**H**=Humanity  
**R**=Respect  
**I**=Integrity  
**S**=Sincerity  
**H**=Honesty  
**A**=Accountability  
**N**=Nurturing  
**I**=Innovative

**The incoming Council will develop the 2017-2022 IDP and new Vision, Mission, Values, Objectives and Strategies and such be determined and crafted but a clear process be tabulated on IDP Process Plan with clear guidance on Institutional Strategic Planning Session which will be in February 2017.**

The way in which the IDP process will be undertaken is outlined in the IDP Process Plans which all municipalities must prepare. These Process Plans need to comply with this Framework Plan to ensure **“Alignment and Co-ordination”** between district and local municipalities as stipulated in the Municipal Systems Act no 32 of 2000.

To be able to monitor the implementation of the IDP, it is critical to have a Performance Management System. That is why the roll out of the PMS for Municipalities and IDP processes are linked.

### **1.1 Legal context**

According to Section 153 of The Constitution of the Republic of South Africa, 1996, a municipality must-

- a) Structure and manage its administration, budgeting and planning processes to give priority to the basic needs of the community, and promote the social and economic development of the community; and
- b) Participate in national and provincial development programmes.

This constitutional provision illustrates the need for integrating the planning, budgeting, implementation and reporting processes of all public institutions.

According to Section 27(2) of the Municipal Systems Act, No 32 of 2000 the Framework plan binds both the district municipality and the local municipalities. The Act states that the framework plan must at least cover the following issues:

- a) Identify 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;
- b) Identify 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 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 Municipal Finance Management Act, No 56 of 2003 (MFMA) is very clear in respect to time-frames for the IDP and the Budget. The MFMA requires that the Budget and IDP schedule (or the IDP Process Plan) be adopted by Council before end of August of each financial year, the Budget and IDP be tabled before the council in March and final Budget and IDP be adopted by council in May (section 21 and 24) of the Municipal Finance Management Act, No 56 of 2003.

### **1.2 What elements does IDP process comprise (content)?**

In the IDP review cycle, changes to the IDP process and content may be required from three main sources:

- Comments from the MEC, if any;
- Amendments in response to changing circumstances; and
- Improving the IDP process and content.

These are inputs into the IDP development process. The main output is a reviewed strategic document. This, depending on the circumstances of the municipality, is likely to comprise a number of components, including:

- a reviewed Spatial Development Framework,
- a reviewed Performance Management Framework
- reviewed Sector Plans,
- updated list of projects,
- Budget,
- Service Delivery and Budget Implementation Plan.

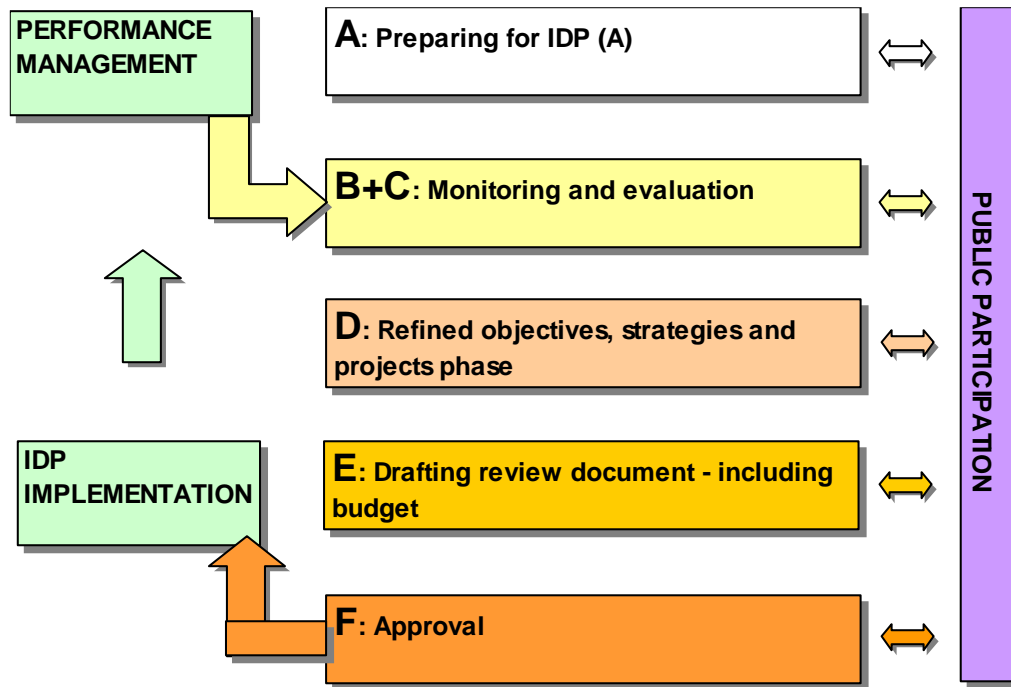
### ***1.3 How is the IDP Process undertaken (process)?***

The process reflected in the diagram below represents a continuous cycle of planning, implementation and review. Implementation commences after the Municipal Council adopts the initial IDP.

Through the year implementation/performance is monitored, new information becomes available and major unexpected events may occur. Some of this information is used to make immediate changes to planning and implementation.

Relevant inputs are then integrated into the annual review of the IDP.

After adoption of the IDP, implementation as well as situational changes will continue to occur; this is again monitored throughout the year and evaluated for consideration during the IDP review (DPLG IDP Guide 6).



Each of these steps is reflected in Annexure B which outlines the time frames and activities within which these steps should take place.

## 2. ORGANISATIONAL ARRANGEMENTS

Seven structures will guide the IDP and Budget Review Process within the CHDM area:

- IDP/PMS/Budget Representative Forums
- IDP/PMS/Budget Steering Committees
- Technical IGR Meetings
- District Mayors Forum (DIMAFO)
- Planners Coordinating Forum/IDP Managers Session
- Budget Steering Committee

### 2.1 IDP/PMS/Budget Representative Forums

The IDP/PMS/Budget Representative Forums, formed as part of the IDP process, should continue to function throughout the IDP Review. Should circumstances warrant, their terms of reference or representation may be extended to suit changed circumstances or shortcomings identified during the IDP process. IDP/Budget/PMS Rep forum is chaired by the Executive Mayor.

### 2.2 IDP/PMS/Budget Steering Committees

The IDP/PMS/Budget Steering Committees, formed as part of the IDP process, should continue to function throughout the IDP development. Should circumstances warrant,

their terms of reference or representation may be extended to suit changed circumstances or shortcomings identified during the IDP process.

This committee will monitor progress, of critical importance is that it will be the structure that “puts it all together”. This is important because there are a number of sub-activities that form part of the IDP Review, each of which will require a specific focus. The danger is that these activities can become un-coordinated which will result in unnecessary duplication. The IDP/Budget/PMS Steering Committee is chaired by Municipal Manager.

## **2.4 TECHNICAL IGR MEETINGS**

Chapter 3 of the Constitution Act 108 of 1996 provides for the principles that underline the relations between the spheres of government. The technical IGR forum was established in terms of section 27 of the IGR Framework Act No. 13 of 2005 and is chaired by the Municipal Manager of the district.

As the meeting is chaired by Municipal Manager of district (CHDM) it has to comprise of Municipal Managers from local municipalities, Senior Managers from both DM & LM’s and the District Managers of sector departments within Chris Hani District area and are to meet quarterly to ensure co-ordination and alignment. Amongst its roles, the technical IGR has a responsibility of ensuring:

- Coherent planning and development in the district;
- Co-ordination and alignment of the strategic and performance plans and priorities; objectives and strategies of the municipalities in the district and
- Any matter of strategic importance which affects the interests of the municipalities in the district.
- Prepares agenda for the District Mayors Forum

## **2.5. DISTRICT MAYORS FORUM**

In the development of the IDPs, Mayors, Municipal Managers of municipalities and Government Departments Senior Managers within the CHM meet quarterly to ensure co-ordination and alignment between local and district municipalities’ IDPs. Government Department representatives will form part of the DIMAFO meetings to ensure that there is an alignment between the District IDP and the Provincial policies and budgets. Mayors Forum is chaired by Executive Mayor of district.

## **2.6. BUDGET STEERING COMMITTEE**

The Budget task team has a responsibility of recommending the budget document before the approval by council. This is chaired by the Portfolio Councilor for Finance as delegated by Executive Mayor.

## **3 MECHANISMS FOR PUBLIC PARTICIPATION**

One of the main features of the integrated development planning process is the involvement of community and stakeholder organizations in the process. Participation of affected and interested parties is very important to ensure that the IDP addresses the real issues that are experienced by the citizens of a municipality. The District Municipality

will place a blanket notice on the local newspapers (Daily Dispatch, Scawara, Eastern Cape Today, East Cape Midlands, Herald and REP) inviting interested parties to participate in the representative forums of all municipalities.

## **4 MECHANISMS AND PROCEDURES FOR ALIGNMENT**

Mechanisms and procedures for alignment have been discussed under Section 2, however, it is important to note how CHDM will co-ordinate various processes and projects relevant to the IDP Review Process with local municipalities.

Of most importance in this regard are sector plans which have been undertaken at the district level.

### **4.1 Sector plans**

CHDM identified a number of projects as part of its initial IDP that relates to studies, strategies and plans. These sector plans are going to be coordinated by the Development Planning Manager. District Sector plans are now in place and it is critical that they are reviewed in accordance to the reviewed IDP.

These sector plans comprise the following:

- Performance Management Framework
- Risk Management Plan
- Corridor Development Plan
- Geographic Information Systems Policy
- Communications Strategy
- Employment Equity Plan
- Water Services Development Plan
- District Spatial Development Framework
- SMME Development Strategy
- Chris Hani Regional Economic Development Strategy
- Integrated Agricultural Plan
- Tourism Master Plan
- HIV/AIDS Strategy
- Employment Equity plan
- Workplace Skills Development Plan
- Integrated Environmental Management Plan
- Climate Change Strategy
- Disaster Management Plans
- Community Safety Plan
- Disaster Management Framework
- Fire Risk Management Plan
- Integrated Transport Plan
- Integrated Waste Management Plan
- Water Services Development Plan
- And any other Sector Plan relevant



All these sector plans, together with a number of policies, are accessible at CHDM, and can be made available on request.

Plans to be developed include the following:

- Air Quality Management Plan
- Housing Development Plan
- Cooperative Strategy
- Integrated Agricultural Plan
- Informal Traders Strategy
- Heritage Development Strategy

#### **4.2 Role of consultants**

Consultants play a particularly important role in ensuring that the various technical requirements of the IDP process are adequately undertaken and coordinated. However, when appointing a service provider, it is suggested that a service provider with general planning and project management skills be employed to assist within the parameters of this Framework Plan. Generally service providers are to be used for printing the document.

The role of each service provider would need to be spelt out in more detail in the IDP Process Plans as well as the contractual arrangements entered into.

### **5 ACTION PROGRAMME**

The action programme is detailed in Annexure A. Each Municipality's Process Plan would need to comply with this. It should be noted, that in terms of the attached action plan, the legislative timeframes as per the Municipal Finance Management Act No 56 of 2003 have been considered. Therefore, adherence to such timeframes is of utmost importance. The action programme is aligned to the IDP Phases as follows:

Phase 0: Pre-Planning Phase

Phase 1: Analysis Phase

Phase 2: Strategies Phase

Phase 3: Projects Phase

Phase 4: Integration Phase

Phase 5: Approval Phase

### **6 MONITORING AND AMENDING**

Actual practice might result in certain scenarios that were not anticipated. It is thus critical that the monitoring and review mechanisms be catered for in the planning process. The following with regards to monitoring and amendment of the Framework Plan is recommended:

- The Development Planning Senior Manager co-ordinate and monitor the whole process; and report to the Municipal Manager

- Progress to be reported to the Executive Mayor by Municipal Manager, Any deviations from the municipalities' Process Plans that might affect district wide activities must be highlighted;
- The Executive Mayor may be mandated to make amendments to the Framework Plan should these be required. An example of this would be revisiting time frames in the event of unforeseen delays.

## **7 FUNDS AVAILABLE**

The Department of Local Government & Traditional Affairs has not allocated any funds for the IDP process of Chris Hani District Municipality. However, certain municipalities within the district have been targeted for direct support by the CHDM more specifically for Ward Based Planning in collaboration with Dept of Local government Eastern Cape. CHDM will further provide a technical hands on support to LM's when need arises. Particular assistance be on a new Municipality Enoch Mgijima LM as per Municipal Demarcation Board Determination.

It is important for each municipality to cost this process as part of their IDP Process Plan preparations.

## **8. BINDING PLANS AND LEGISLATION**

National legislation can be distinguished between those that deal specifically with municipalities arising from the Local Government White Paper on the one hand and sector planning legislation on the other.

The Municipal Structures Act, No 117 of 1998, Municipal Systems Acts, No 32 of 2000, and Municipal Finance Management Act, No 56 of 2003 are specific to local government. The Municipal Systems Act has a specific chapter dedicated to IDPs and is the driving piece of legislation for the development and review of IDPs. Arising from the Municipal Systems Act, the IDP and PMS Regulations need to be complied with.

National sector legislation contains various kinds of requirements for municipalities to undertake planning. Sector requirements vary in nature in the following way:

- Legal requirements for the formulation of a discrete sector plans (e.g. a water services development plan).
- A requirement that planning be undertaken as a component of, or part of, the IDP (like a housing strategy and targets).
- Links between the IDP and budget process as outlined in the Municipal Finance Management Act.
- Legal compliance requirement (such as principles required in the SPLUMA – and the National Environmental Management Act – NEMA).
- Consideration of NDP 2030 and all related plans
- More a recommendation than a requirement, which is deemed to add value to the municipal planning process and product (in this case, Local Agenda 21

These are highlighted in the table below:

<b>Category of requirement</b>	<b>Sector requirement</b>	<b>National department</b>	<b>Legislation/policy</b>
Legal requirement for a district/local plan	Water Services Development Plan	Department of Water	Water Services Act, No 30 of 2004
	Integrated Transport Plan	Department of Transport	National Land Transport Act, No 5 of 2009
	Waste Management Plan	Department of Environmental Affairs	White Paper on Waste Management in South Africa, 2000
	Spatial planning requirements	Department of Rural Development and Land Reform	Development Facilitation Act, No 67 of 1995
Requirement for sector planning to be incorporated into IDP	Housing Development Plan	Department of Human Settlements	Housing Act, No 107 of 1997
	Local Economic Development	Department of Cooperative Governance and Traditional Affairs	Municipal Systems Act, No 32 of 2000
	Integrated Infrastructure Planning	Department of Cooperative Governance and Traditional Affairs	Integrated Planning Act of 1997
	Spatial framework	Department of Cooperative Governance and Traditional Affairs	Municipal Systems Act, No 32 of 2000
	Spatial Framework	Department of Rural Development and Land Reform	SPLUMA
	Integrated Energy Plan	Department of Energy	White Paper on Energy Policy, December 1998

<b>Category of requirement</b>	<b>Sector requirement</b>	<b>National department</b>	<b>Legislation/policy</b>
Requirement that IDP complies with	National Environmental Management Act (NEMA) Principles	Department of Environmental Affairs	National Environment Management Act, No 107 of 1998
	Development Facilitation Act (DFA) Principles	Department of Rural Development and Land Reform	Development Facilitation Act, No 67 of 1995
	Environmental Implementation Plans (EIPs)	Department of Environmental Affairs	National Environment Management Act, No 107 of 1998
	Environmental Management Plans (EMPs)	Department of Environmental Affairs	National Environment Management Act, No 107 of 1998
	IDB/Budget link	Department of Finance	Municipal Finance Management Act, No 56 of 2003
	Developmental local government	Department of Provincial and Local Government	White Paper on Local Government, 1998
Value adding contribution	Sustainable Development and Environmental Awareness	Department of Environmental Affairs	Local Agenda 21
	Global Partnership responding to worlds main development challenges	Department of Social Development	Millenium Development Goals



In terms of provincial legislation, the Provincial Spatial Development Plan, Eastern Cape Anti Poverty Strategy and the Provincial Growth and Development Strategy should be used as guiding policy documents and therefore need to be considered during the review process. National Development Plan 2030 will influence our IDP to a great extent.

Each local municipality and the district municipality must include all the planning documents that have been approved by Council or other strategies that might be relevant to the IDP review process, as accompanying documents to the IDP.