



NGAKA MODIRI MOLEMA DISTRICT MUNICIPALITY

DISTRICT INTEGRATED DEVELOPMENT FRAMEWORK 2015-2016

Ngaka Modiri Molema District Municipality



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"Leaders in Intergrated Municipal Governance"





1. Introduction

The Framework for integrated development planning is the mechanism to ensure alignment and integration between the IDPs of the Ngaka Modiri Molema District Municipality and Local Municipalities of Mahikeng, Ditsobotla, Ramotshere, Tswaing and Ratlou.

In terms of 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 is to ensure that the processes of district IDP and local IDPs are mutually linked and can inform one another. The Ngaka Modiri Molema District Municipality is responsible for drafting this framework.

The IDP was developed in accordance with the requirements as set out in the Municipal Systems Act (32 of 2000), the Municipal Finance Management Act (56 of 2003) and Local Government: Municipal Planning and Performance Management Regulations (2001 and 2006). To be able to monitor the implementation of the IDP, it is critical to have a performance management system. Hence the IDP, Budget and PMS 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.

1.2. District Framework Plan for 2015-2016 IDP Review

In terms of Section 27(2) of the Municipal System Act, No 32 of 2000, the framework binds both the District Municipality and the Local Municipalities. The Act states that the Framework 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 or consultation between the district municipality and the local municipalities during the process of drafting their respective integrated development plans; and 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. Sections 21 and 24 of the MFMA requires that the budget and IDP schedule (or the IDP Process Plan) be adopted by Council by the end of August of each financial year, the draft Budget and IDP be tabled before the council in March, and the final Budget and IDP to be adopted by council in May.



1.3. The District Framework

The IDP District Framework is informed by certain responsibilities entrusted to the District and Local Municipalities in terms of legislation. The framework is prepared jointly by all the municipalities within Ngaka Modiri Molema District playing a leading role.

The objective of District IDP framework include:-

- ✓ To serve as a guiding model for the 2015-2016 IDP Process for Ngaka Modiri Molema and its five Local Municipalities.
- ✓ To involve and intergrade all role players
- ✓ To bring about cooperative governance, align and coordinate development planning at local government level. To ensure that needs of communities as identified are addressed.
- ✓ The framework is binding on the District and Local Municipalities

1.4 The Review Process

The Annual IDP Review Process relates to assessing the Municipality's performance against organisational objectives as well as implemented thereof. The IDP is review in the light of changing internal and external circumstances that impact on the priority issues, objectives, strategies, projects and programme of the IDP. The annual revision of the IDP must inform the financial and institutional planning and the annual budget. The IDP review should be one in order to:-

- ✓ Ensure the relevance to the municipality strategic plan
- ✓ Inform other components of the municipality business process, including institutional and financial management
- ✓ Reflect the impact of success as well as corrective measures to address problems
- ✓ Review and develop sector plans



- ✓ Reprioritise new programmes and projects
- ✓ Improve system of performance management; monitoring and evaluation.

In terms of the legislative requirements an adopted IDP is submitted to the MEC of Local Government and Traditional Affairs for comments. These comments will be incorporated; however, it is necessary that they are received on time to allow municipalities time to affect them in the IDP. The review will be conducted according to the approved IDP/Budget Process Plan as developed by the District and Local Municipalities. Learning from previous experience, it is important to review the process plan where there is a need for improvement adjustment. It is therefore important to highlight institutional issues, contents issue that review the process is incorporated to ensure the IDP is strategic, implementable, participatory and credible and integrated.

1.5 Institutional issues

- ✓ It includes revisiting existing IDP structure to ensure their functionality
- ✓ Process issues looking at the overall events and processes as they transpired during the IDP Process to ensure alignment and coordination

1.6. Content Issues

- ✓ MEC's Assessments Comments
- ✓ Improvement on the IDP/Budget process and contents based on the previous performance (reference to assessment performed by Provincial and National Departments
- ✓ Changing policies and legislation
- ✓ Amendments in response to changing circumstances
- ✓ Adjustment to powers and functions



2. Institutional arrangements

The following structures will guide the IDP and Budget Review Process within the Ngaka Modiri Molema area:

- ✓ IDP/PMS/Budget Steering Committees-LM AND DM
- ✓ IDP/PMS/Budget Representative Forums-LM AND DM
- ✓ IGR Forums (Mayors; Municipal Managers; Chief Financial Officers and Technical)
- ✓ District IDP/PMS Coordinating Forum-DM
- ✓ Budget Steering Committees-LM AND DM

2.1 IDP STEERING COMMITTEES

The IDP 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. These committees will monitor progress of the IDP development. Of critical importance is that they 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 development, each of which will require a specific focus. The danger is that these activities can become un-coordinated which will result in unnecessary duplication.

2.2 IDP/PMS/BUDGET REPRESENTATIVE FORUMS

The IDP/PMS/Budget Representative Forums form 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. The Representative Forums are comprised of Councillors, Heads of Departments and relevant staff members, representatives from sector departments, parastatals bodies, NGOs, business



Fraternity, traditional leaders, and other interested organized bodies. The local IDP Rep Forums and District Organised Bodies will provide input to the District IDP Rep Forum.

3. MECHANISM FOR ALIGNMENT

Both Horizontal and Vertical alignment will be ensured in the review process. The horizontal alignment will be between the District and Local Municipalities to ensure that planning activities and process are coordinated and addressed jointly. Vertical alignment on the other hand will be between Local Government in the Province and the National Government to ensure that the IDP is in line with national and provincial policies and strategies. To manage alignment all municipal structures should actively play a major role in coordinating information including progress reports on all programmes implemented in the entire district.

Sector Department should also be involved in the IDP process from the first phase to ensure improvement on all IDP's within the district. Department of Local Government and Traditional Affairs should ensure that all IDP Managers are capacitated to produce credible IDP's.

4. ADOPTION OF THE IDP BUDGET

The District and its Local Municipalities will ensure that the Draft IDP is approved by the 31st of March of 2015 and the Final IDP by the 31st May 2015.



ANNEXURE B: Ngaka Modiri Molema District Municipality - IDP/PMS Framework Process

Activities	Timeframes	Responsibility of:	Notes	Need Council Resolution
Phase 0 – Preparation Phase:				
Mayor Signed SDBIP	June 2014	MM; PMS	Budget SDBIP	No
Compile District Framework & The Process Plan	August 2014	IDP Managers	Presentation of Draft IDP/Budget Process Plan	Yes
District IDP Manager's Forum	01 August 2014	IDP Managers/ IDP Unit	IDP Process Plan & Framework alignment	No
NMMDM IDP Steering Committee	11 August 2014	MM/IDP Unit	Presentation of Draft IDP/Budget Process Plan	Yes
Ratlou LM IDP Steering Committee	14 August 2014	Ratlou LM IDP Unit	Approved 2014/15 IDP/Budget Process Plan	No
Ratlou LM IDP Rep Forum	15 August 2014	Ratlou LM IDP Unit	Established Forum & Draft Process Plan	No
NMMDM Process Plan for Adoption	29 August 2014	MM/Mayor	Submission and Presentation of IDP Process Plan for Adoption	Yes
Ramotshere Moiboa LM	25 August 2014	RMLM IDP Unit	Submission and Presentation of IDP Process Plan for Adoption	Yes



Activities	Timeframes	Responsibility of:	Notes	Need Council Resolution
Phase 1 – Analysis Phase				
Publication of IDP/Process Plan	04 Sept 2014	IDP Unit	Process	Yes
Mahikeng LM IDP Rep Forum	08 Sept 2014	MLM IDP Unit	Identification of sector needs	No
Ramotshere LM Steering Committee	12 September 2014	RMLM IDP Unit	IDP Budget/ PMS Steering committee - to discuss detail Process Plan	No
Mahikeng LM Public Meeting	15-19 September 2014	MLM IDP Unit	Identification and prioritisation of needs	No
Ramotshere LM Rep Forum	23 September 2014	RMLM IDP Unit	To discuss detail process plan	No
Ratlou LM Steering Committee	01 October 2014	RLM IDP Unit	Presentation on situation analysis	No
Ratlou LM IDP Rep Forum	02 October 2014	RLM IDP Unit	Presentation on situation analysis	No
Ramotshere LM Steering Committee	24 October 2014	RMLM IDP Unit	Report on community the review of status quo and community needs	No
NMMDM IDP Steering Committee	17 October 2014	IDP Unit	IDP Budget/ PMS Steering committee - to discuss detail Process Plan	Yes
NMMDM IDP Rep Forum	23-24 October 2014	IDP Unit	Engagement with Stakeholders	No
Sector Engagement	05 November 2014	NMMDM IGR Manager	Presentation on situation analysis	No
Ramotshere Rep Forum Meeting	28 November 2014	RMLM IDP Unit	Review process to date	No



Activities	Timeframes	Responsibility of:	Notes	Need Council Resolution
Phase 2 – Objectives and Strategies				
Community Consultation	November 2014	IDP Manager		
Ratlou LM IDP Steering Committee	12 December 2014	Ratlou LM IDP Unit	Presentation of Projects & Monthly Reports	No
Develop & Prioritize Detailed Objectives.	End January 2015	NMMDM IDP Rep Forum		Yes, Final IDP
Develop Detailed Strategies to Achieve the Objectives.	End January 2015	NMMDM Forum		Yes, Final IDP
Form Project Task Teams – Comprising of Relevant Cllrs & Resourced Persons.	End January 2015	Relevant Councillors/Budget Steering Committee/IDP Steering Committee	Monitoring and Evaluation.	Established in IDP Rep Forum



Activities	Timeframes	Responsibility of:	Notes	Need Council Resolution
Phase 3 – Project Phase				
Capture Projects.	End February 2015	Relevant Directors & Portfolios		
Phase 4 – Integration Phase				
Integrate programmes & projects with all stakeholders		MM	Take part in NMMDM IDP Rep Forum	Yes
Mahikeng LM IDP Steering Committee	07 January 2015	Mahikeng LM IDP Unit	Determination of budget principle and assess need for financial policy	No
Ratlou LM IDP Steering Committee	13 January 2015	Ratlou IDP Unit	Presentation of Projects	No
Mahikeng LM IDP Steering Committee	14 January 2015	Mahikeng LM IDP Unit	Directorate strategic plans	No
Mahikeng LM IDP Steering Committee	19 January 2015		Discuss financial policy	
NMMDM IDP Rep Forum Meeting.	End Jan 2015	NMMDM IDP Rep Forum	IDP Stakeholders	Yes
Review Vision, Mission & Values.	End Jan 2015	District IDP Rep Forum	Strategic Planning.	Yes
Mahikeng LM IDP Steering Committee	09 February 2015		Discuss draft budget & tariffs	No
Ratlou LM IDP Rep Forum	13 February 2015	Ratlou IDP Unit	Presentation of Draft IDP/Budget	No
Ramotshere LM Steering Committee	17 Feb 2015	IDP Unit		No



Activities	Timeframes	Responsibility of:	Notes	Need Council Resolution
Phase 4 – Integration Phase				
NMMDM IDP/Budget Steering Committee	19 February 2015	MM	Preparation for Community Consultation Processes	Yes
Mahikeng LM IDP Steering Committee	19 February 2015	Mahikeng LM IDP Steering Committee	Discuss final draft budget, IDP & SDBIP	No
Ramotshere LM Rep Forum Meeting	27 February 2015	RMLM IDP Unit	Progress review	No
Prioritisation of Capital Project on MTEF	End February 2015	MM & Senior Managers	Preparation for Draft IDP inputs	
MPAC Road show.	02-05 March 2015	MPAC, MM, CFO, IDP and Budget	Community Consultation	SDBIP
Financial Management Plan.	End April 2015	MM, CFO, Budget Steering Committee	<i>Ensure Compliance</i>	Yes, Final IDP
<i>Water Services Development Plan</i>	End April 2015	<i>NMMDM</i>	<i>Ensure Compliance</i>	<i>Yes, Final IDP</i>
<i>Disaster Management Plan</i>	End April 2015	<i>NMMDM MM</i>	<i>Ensure Compliance</i>	<i>Yes, Final IDP</i>
<i>PMS Framework and systems.</i>	End April 2015	<i>Executive Mayor & MM</i>	<i>Ensure Compliance</i>	<i>Yes, Final IDP</i>



Activities	Timeframes	Responsibility of:	Notes	Need Council Resolution
Phase 4 – Integration Phase				
<i>Workplace Skills Plan.</i>	End April 2015	<i>MM, CFO, Budget Steering Committee</i>	<i>Ensure Compliance</i>	<i>Yes, Final IDP</i>
<i>Employment & Gender Equity Plan.</i>	End April 2015	<i>MM, CFO, Budget Steering Committee</i>	<i>Ensure Compliance</i>	<i>Yes, Final IDP</i>
<i>Community Participation Policy (Framework).</i>	End April 2015	<i>Corporate Services</i>	<i>Ensure Compliance</i>	<i>Yes, Final IDP</i>
<i>Communication Strategy.</i>	End April 2015	<i>Corporate Services</i>	<i>Ensure Compliance</i>	<i>Yes, Final IDP</i>
<i>Organizational Structure.</i>	End April 2015	<i>Corporate Services</i>	<i>Ensure Compliance</i>	<i>Yes, Final IDP</i>
<i>Integrated Transport Plan.</i>	End April 2015	<i>Corporate Services</i>	<i>In process - ownership</i>	<i>Yes, Final IDP</i>
<i>IDP Core Components as per MSA.</i>	End April 2015	<i>Relevant Directors</i>	<i>SDF Dynamic Data need to be up-dated</i>	<i>Yes, Final IDP</i>



Activities	Timeframes	Responsibility of:	Notes	Need Council Resolution
Phase 5 – Approval				
MPAC Report		MM & Manager PMS		
Mayor table Draft IDP/Budget	27 March 2015	Mayor NMMDM IDP Manager / CFO	Table 1 st draft to the Full Council	Yes
Ramotshere MLM IDP Consultative meeting & Public hearings	06 April & 08 May 2015	RMLM IDP Unit	Consultation on Draft IDP and Budget	No
Draft IDP/Budget submitted to Treasury and Department of Local Gov. & Traditional Affairs	10 April 2015	IDP Manager/CFO	Submission of the budget in the approved format to the Province and Treasuries	Yes
Publication of Draft Budget/IDP	14 April 2015			
Ratlou IDP Public Participation Meetings	08 April & 01 May 2015	IDP Unit	Public participation	No
Ratlou LM IDP Steering Committee	04 May 2015		Amendments on IDP/ Budget	
Ratlou LM IDP Rep Forum Meeting	15 May 2015		Final on Draft IDP/ Budget	
Mahikeng LM IDP Public Participation Meeting	01-08 May 2015	IDP Unit	IDP/ Budget Consultative Meeting	No
Mahikeng LM IDP Rep Forum Meeting	11 May 2015		Forum inputs on IDP	
Mahikeng LM IDP Steering Committee	14 May 2015		Recommendations	
Ratlou LM Adoption of IDP/Budget 2015/16	22 May 2015	IDP Unit/ CFO	Council Adoption Of IDP	Yes
Ramotshere MLM Adoption Of IDP 2015/16	29 May 2015	IDP Unit/ CFO	Council Adoption Of IDP	Yes
Mahikeng LM Adoption of IDP 2015/16	28 May 2015	IDP Unit/ CFO	Council Adoption Of IDP	Yes



Activities	Timeframes	Responsibility of:	Notes	Need Council Resolution
Phase 5 – Approval				
District Budget/IDP Community Consultation	13-22 April 2015	NMMDM IDP Manager/CFO	Presentation on IDP/Budget and PMS for 2014/2015	Yes
Approval and Adoption NMMDM of Final IDP and Budget 2015/2016	29 May 2015	CFO/MM/Mayor	Council to approve IDP, Budget and PMS	Yes
Ratlou LM IDP Steering Committee	01-05 June 2015	RLM IDP Unit	Draft IDP/Budget	No
Submit Adopted IDP and Budget to MEC Office.	05 June 2015	MM	MEC acknowledge and comments.	Yes
Public Notice of the Adopted IDP/Budget	12 June 2015	NMMDM IDP Unit	10 days after date of adoption	Yes
Summary of IDP	19 June 2015	NMMDM IDP Unit	Notice for approved IDP/Budget	Yes

