

# WEST COAST DISTRICT MUNICIPALITY

## Framework for integrated development planning in the West Coast District

(As per Section 27 of the  
Municipal Systems Act)



August 2022

## TABLE OF CONTENTS

	<b>CHAPTER</b>	<b>PAGE NO.</b>
<b>1</b>	Introduction and background	3
<b>2</b>	Organisational arrangements, framework programme and timeframes	9
<b>3</b>	Matters, and procedures for alignment and consultation	12
<b>4</b>	Binding plans, planning requirements and policy at national, provincial and local levels	18
<b>5</b>	Procedures and principles for monitoring the planning process and amendment of the framework	20
<b>6</b>	Components for inclusion in Integrated Development Plan	21
<b>7</b>	Annexures: Annexure A: Identified role-players at district level Annexure B: National IDP focus areas	24 25

## 1. INTRODUCTION

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### 1.1 Purpose of the Framework and legislative framework and mandate

The Framework is the most important directional document for aligning the planning process for Integrated Development Plans (IDPs) among local municipalities and the West Coast District Municipality.

The West Coast Section 27 Framework can best be defined as follows:

***A co-ordinating effort of the West Coast District Municipality to ensure an integrated and parallel planning process at district and local level. The Section 27 Framework's main aim is furthermore to enhance a process where the Integrated Development Planning of the West Coast District Municipality is in alignment with the Integrated Development Plans of the B Municipalities throughout the West Coast region.***

The Section 27 Framework as described in the Municipal Systems 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 West Coast 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 is constituted in collaboration by both local and district municipalities. The writing up of this Section 27 Framework has also been influenced by other municipalities' frameworks as to learn best practices from other districts.

***The Framework is binding on the district as well as the local municipalities throughout the West Coast Region.***

### 1.2 Objectives of the Framework

In terms of the Constitution of the Republic of South Africa, Act 108 of 1996, the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998), including the Municipal Structures Amendment Act, B51-2000, the Local Government: Municipal

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 West Coast region;
- To ensure that all role players are involved in the Integrated planning Processes of district municipality and local municipalities;
- To ensure that all municipalities in the West Coast District be guided by legislation in executing our role and responsibilities to the best of our knowledge;
- To strengthen Intergovernmental relations in the West Coast Region and to align and successfully co-ordinate Integrated Development planning throughout the West Coast Region;
- To educate and guide other role players throughout the West Coast Region relating to the 'business unusual' operation of local government, in particular with regard to aspects of integrated development planning;
- To ensure that rigorous analysis of the needs being identified through public participation processes 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, including capital and human and natural resources, by all role-players in the West Coast;
- 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 encourage the district and local municipalities to utilise the abovementioned legislation, policy and strategy in development planning across departments and for future reasoning throughout the West Coast region.

### **1.3 Overall policy and principles for Integrated Development Planning in the West Coast Region:**

The Framework 27 Framework takes into account that any existing, approved policy and strategies will be taken into consideration in future development planning throughout the West Coast District and Local municipalities. These include:-

#### **THE DISTRICT DEVELOPMENT MODEL AND THE WESTERN CAPE JOINT DISTRICT AND METRO APPROACH**

Cabinet approved the District Development Model (DDM) as an All of Government and Society Approach providing a method by which all three spheres of government and state entities work in unison in an impact-oriented way, where there is higher performance and accountability for coherent and effective service delivery and development outcomes.

The DDM is an intergovernmental approach focusing on 44 districts and 8 metropolitan spaces for more effective joint planning, budgeting and implementation over multi-year planning and electoral cycles. Although each sphere, sector or entity has its distinct constitutional powers, functions and responsibilities, they cooperate and undertake collaborative planning, budgeting and implementation processes converging developmental efforts at the district/metropolitan level.

The objectives of the DDM are to:

- solve the silos at a horizontal and vertical level;
- maximise impact and align plans and resources at our disposal through the development of “One District, One Plan and One Budget”;
- narrow the distance between people and government by strengthening the coordination role and capacities at the district level;
- ensure inclusivity through gender-responsive budgeting based on the needs and aspirations of our people and communities at a local level;
- build government capacity to support to municipalities;
- strengthen monitoring and evaluation at district and local levels;
- implement a balanced approach towards development between urban and rural areas;
- ensure sustainable development whilst accelerating initiatives to promote poverty eradication, employment and equality; and
- exercise oversight over budgets and projects in an accountable and transparent manner.
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The Western Cape Government specific approach to the DDM is called the Joint District and Metro Approach (JDMA). The JDMA envisages for the three spheres of government to converge, using IGR engagements, to develop similar Western Cape strategic, development and planning priorities with aligned budgets an accelerated implementation for service delivery.

The JDMA -

- is a geographical (district) and team based, citizen focused approach;
- has the output of a single implementation plan to provide planning and strategic priorities, developmental initiatives, service delivery and capacity building;
- has the desired outcome of improving the living conditions (lives) of citizens;

- has a horizontal interface (between provincial departments) and a vertical interface (National, Provincial and local government spheres);
  - does not exclude local municipalities;
  - is not a functions and power debate; and
  - promotes collaboration using the District Coordinating Forum as the governance instrument for co-planning, co-budgeting and co-implementation to strengthen service delivery to communities.
- (WCD JDMA draft implementation plan, July 2021)

The following measures will apply to ensure the above:-

- Strategies arising from existing, approved IDPs both at district and local level that have been implemented in part and as a whole will be continued.
- The Integrated Development Planning Processes both at district and local levels will be guided by the agreed policy and principles of integrated development in the West Coast Region;
- The latter will be taken into account when Integrated Development Plans has been approved and implemented at all levels.
- The Section 27 Framework will take into account the following basics services as indicated by the National indicators and all other sectoral plans in the drafting and completion of their Integrated Development Plans namely:-

Housing	Water
Sanitation	Electricity
Health	
Disaster Management	Solid Waste

The above elements will be integrated in the Framework and will also have to be reflected in the various IDPs of the region. These include the JDMA and DDM approaches and the to be drafted One Plan (WCD draft implementation plan).

Another point of departure and requirement of the Framework is that performance assessment must be incorporated in the integrated development planning process.

Furthermore, it is a requirement that future budgets of both the district and the local municipalities will be guided by the IDPs in order to effectively support the integrated development process financially. It is, however, accepted that unfunded mandates and disasters may have an effect on the allocation of funds in the budget.

#### 1.4 Current status of development planning in the West Coast Region:

The West Coast District- and Local Municipalities are in the 5<sup>th</sup> generation cycle of IDP formulation for the 2022-2027 new 5 year IDP's. Additional processes such as in strategies and policy will be taking into consideration in our Integrated Development Planning Processes as depicted in the Section 27 Framework.

These processes include:-

#### **THE ONE PLAN CONCEPT AND ITS RELATION TO THE JDMA IMPLEMENTATION PLAN AND DISTRICT STRATEGIC PLAN**

**Nationally**, the DDM is expressed through the development of a One Plan. The One Plan is defined as an intergovernmental plan setting out a 25-30 years long-term strategic framework (consisting of short, medium and long-term actions) to guide investment and delivery in relation to each of the districts and metropolitan spaces. This plan for each space is to be jointly developed and agreed to by all three spheres of government.

Central to the **Western Cape's** JDMA is the principles of co-planning, co-budgeting, co-implementation and its translation into service delivery to communities. As such a JDMA Implementation Plan for the West Coast was developed in 2020 which DCoG advised meets the requirements for a 1<sup>st</sup> Generation One Plan. The Western Cape's equivalent to the One Plan is the **District Strategic Plan**.

#### **1.5 Roles and responsibilities of district and local municipalities for continued liaison and co-ordination as depicted in the Section 27 Framework**

To successfully ensure **continued liaison and co-ordination** the following operations throughout the West Coast Region will apply:-

- Quarterly meetings of the IDP Managers and LED managers fora throughout the West Coast Region to engage and co-ordinate IDP and LED related matters that will arise (Fora can meet more frequently based on the need)
- Quarterly meetings of the District Public Participation forum meeting of the West Coast to engage and co-ordinate IDP public participation matters (Forum can meet more frequently based on the need)
- These meetings will also afford the Senior Manager: IDP, PMS, IGR and ED , responsible for IDP of the West Coast District Municipality, 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 as well as any IGR referrals or co-ordination which it may necessitate.

- Meetings will take place at least four times per annum.
- Meetings and workshops will be planned under the auspices of the West Coast District Municipality which will influence the integrated Development Planning Processes of the district- and local municipalities based on the need.
- Meetings of the forum will be convened and chaired by the West Coast District Municipality, with in-person meeting hosting rotated between the respective municipalities' locations.
- Meetings will take the form of in-person meeting, virtual meetings and hybrid meetings, depending on the circumstances
- Workshops will be determined based on a particular need raised by the district and local municipalities.
- The IDP Managers forum reporting to the District Co-ordinating Committee (DCFTECH) will serve as the co-ordinating platform for the processes of District- and Local IDP formulation, co-ordination and alignment.
- The above forum is underscored by the respective Provincial integrated planning and budgeting platforms, presently the SIME, TIME and IDP Indaba engagements. These include:-
  - Technical Integrated Municipal Engagement
  - Strategic Integrated Municipal Engagement
  - IDP Indaba (when in session)
  - Provincial IDP Managers Forum
  - Provincial Public Participation Forum

### **1.7 Support by West Coast District Municipality or through the Shared Services system**

In line with the Municipal Structures act, The West Coast District Municipality on request from a particular municipality will assist any local municipality who has a low capacity and limited expertise in drafting, preparing and finalising an Integrated Development Plan on the following assistance:-

- Assistance with facilitation of workshops as identified by the particular local municipality;



- The West Coast District Municipality will support the particular local municipality in the preparation and drafting of the Integrated Development Plan.
- Facilitating information or data gathered on district level that is relevant to local municipalities IDP processes.

## **2. ORGANISATIONAL ARRANGEMENTS, FRAMEWORK PROGRAMME AND TIMEFRAMES**

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### **2.1 Mandate for public participation**

#### **2.1.1 Objectives of Public Participation**

The objectives of community 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 municipalities regarding their public participation needs also need to be forwarded to the district municipality as soon as the municipalities has done their analysis of their community needs. This will be done for the purposes of documenting municipal level needs and priorities as well as for IGR referrals and co-ordination as necessary.

In terms of the functional competencies of a district Municipality as contained in the municipal structures act, these needs will be attended to by the district municipality during public participation sessions attended or as referred to by the local municipality.

**Feedback to the public** must be regarded equally important as participation, and must be undertaken in a structured way both at district and local level as determined in each municipality's Process Plan.

#### **2.1.2 Public Stakeholder engagement:**

- 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 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)).

## 2.2 Strategic approach and organisational arrangements

A **consultative participatory approach** should apply throughout the IDP process. The West Coast District Municipality in engaging regarding the IDP Process will utilise the following Structures to ensure local municipality and public stakeholder involvement on a continuous basis, namely:–

### **Municipality level structures:**

The District Municipality will jointly participate with B municipalities to share and support a platform at municipal level around the District IDP and any District Municipality functions. The B Municipalities are already utilising various structures to engage pertaining to their Integrated Development Plan and it is encouraged that the West Coast District and Local Municipalities share the platform to engage with these structures during the IDP Processes.

As it is not feasible to participate at all sub-municipal level engagements, municipal level structures will be utilised in all municipalities where they exist but at least one sub-municipal level will be engaged per B municipality at both the analysis and feedback phases.

**In addition the West Coast District Municipality's representation** in the IDP Representative Forums of the **local municipalities** can be ensured as follows:–

- West Coast District Municipality's councillors should participate in the IDP Representative Forums of their various geographic areas.

Current structures in municipalities, proposed structures at municipal level highlighted are:

### **MATZIKAMA**

Ward Committees

Local Economic Development Forum

#### **IDP Representative Forum**

Sector Groups Engagements (public participation)

### **CEDERBERG**

Ward Committees

Engagements with Sector Groups (public participation)

Cederberg Emerging Farmers

#### **IDP Representative Forum (Currently busy establishing)**

Cederberg NGO's (Currently busy establishing)

Social Transformation Program (STP) – met NGO's

**SALDANHA**

Ward Committees

Councillor feedback and input meetings per ward. 2 Meetings per annum.

Sector Groups Engagements (public participation)

4 WoSA Clusters (Whole of Society Approach) - Meet on Quarterly basis. Include Provincial & National Government departments and NGO / PBO's plus CLO / CSR officials from business.

Social and Labour Plans of Mining Companies operating in SBM area SBM & SB IDZ Committee

Transnet (Port Committee) LED structures

**SWARTLAND**

Meetings per area with community representatives

Open days

Meetings per focus group with specific key role-players

Ward Committees

Swartland Intergovernmental Forum

Mayoral Consultative Forum

**BERGRIVIER**

Ward Committees

LED forum

IDP Representative Forum

Sector Groups Engagements (public participation)

**2.3 Framework programme**

The Section 27 Framework Plan of Action as described in the Municipal Systems Act is primarily the plan of action that the district and local municipalities will undertake in the drafting and completion of their respective Integrated Development Plans. The Framework will also guide the district and local municipalities that their processes should occur concurrently and jointly to ensure that the West Coast Region Integrated Development Plans are aligned.

**2.4 Timeframe**

<b><u>ACTION</u></b>	<b><u>DATE OF COMPLETION</u></b>
Drafting of Framework & Process Plan	July 2022
Submitting Process Schedule to Mayoral Committee for approval	August 2022
IDP Public Participation Process	July 2022- October 2022
IDP Process: Analysis	November 2022

: Strategies	December 2022
: Projects/ Operational	January 2023
: Integration	March 2023
: Approval	May 2023

### **3. MATTERS, MECHANISMS AND PROCEDURES FOR ALIGNMENT AND CONSULTATION**

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#### **3.1 WCDM Mayco and Executive Management Engagements with B-municipalities**

The Executive leadership (Mayco and Management) at the district will as part of the Section 27 Framework engage on a One-on-One basis with the local municipalities where the emphasis will be on the following:

- Challenges experienced by the local municipalities regarding their developmental mandate.
- The support that the district can render to the B Municipalities in order to ensure they fulfil their developmental mandate.
- Understanding the various programmes and projects undertaken by the local municipalities.
- Clearly aligning the district municipality to the development priorities of the Local Municipalities.
- Clearly understanding the role that the B Municipalities want the district to embark on throughout the West Coast Region.
- The district to view whether they are able to provide funding to the local municipalities regarding potential projects that the local municipalities would like to embark on.

#### **3.2 Inter Governmental Relations (IGR) Forums according to the IGR framework act Act 13 of 2005, sections 25 and 30:**

3.2.1 District Co-ordinating Forum (DCF)

3.2.2 District Co-ordinating Forum technical committee (DCFTECH)

Other forums include:

- IDP LED managers forum (West Coast District)
- Districts Integrated Forum □ Provincial IDP Manager's Forum
- Provincial Public Participation Forum

- IDP Innovation Forum (Ad Hoc)

### **3.3 Proper alignment as indicated below is pertinent to ensure the successful implementation of the Integrated Development Plans namely:–**

- Between WCDM and the five local municipalities;
- Between Provincial- and National government institutions and the WCDM
- Between WCDM and relevant parastatal organisations
- Between the WCDM and Civil society-, NGO- and CBO organisations and business where applicable.

The B Municipalities in most instances are utilising the exact such forums in formulating their Integrated Development Plans. It is encouraged that the B Municipalities invite the district municipality to their public participation engagements and that a shared platform is used or it is clearly indicated the role that the district has to undertake.

The WCDM in conjunction with the local municipalities will be co-responsible for alignment of our planning and processes and that it is done concurrently and jointly.

If special alignment needs arise, e.g. in case of cross-border alignment activities between local municipalities in the WCDM and those in adjacent district (CWDM and the City of Cape Town), these will be referred to the Mayoral Committee who will decide how a specific matter will be dealt with.

For planning our processes at District- and local level during the Integrated Development Planning phases, certain factors need to inform our actions when formulating our Integrated Development Planning (process):–

Horizontal alignment between the IDPs of the local municipalities.

- Ensuring vertical alignment between district and local IDPs.
- Facilitation of alignment of district and local IDPs with the policies and strategies/programmes of other spheres of government and sector departments, to ensure that they qualify for allocations from departmental budgets and allocations.
- Facilitation of alignment between IDP strategies and programmes of the WCDM and local municipalities on the one hand and various parastatals.
- The joint promotion of regional vision and cultivating an IDP focus and awareness throughout the region.

The following alignment activities are envisaged between the WCDM and the five local municipalities on the one hand and between local government levels and role-players at national, provincial and corporate service-delivery levels on the other hand\*:–

PHASE	TIME	ALIGNMENT ACTIVITY	SPHERE	RESPONSIBILITY
Analysis	November 2022	Information on new priorities to WCDM	Local	Local IDP Managers
Strategies	December 2022	Joint decision making on localised guidelines	Local, District and other spheres	All IDP Managers
	January – February 2023	District-level strategic workshops	Local, District and other spheres	District IDP Manager
Projects	January - Feb 2023	Technical planning input	Local, District and other spheres	Technical functionaries
Integration	February 2023	Facilitation of non-line function programmes	District and other spheres	District and functionaries from other spheres
Review and approval	March 2023	Submission of draft IDP	Local, District and other spheres	All IDP Managers
		Comment on draft IDP	Local, District and other spheres	Public advertisement Stakeholder engagement Other role-players
	April 2023	Formulation of district-level summary of local IDPs	Local, District and other spheres	District IDP Manager

	May 2023	Submit final IDP to council	Local, WCDM	District IDP Manager
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(\*Where relevant the Saldanha Bay Whole of Society Approach (WoSA) structures will be employed)

In addition to the above-mentioned alignment processes which form part of the various phases in the planning process, section 84 of the Municipal Structures Act, 2000 provides for the inclusion of the following issues and elements, which also require alignment and the establishment of certain principles for a coordinated approach, in the IDPs of district and local municipalities:–

- Service provision – Bulk supply of electricity
  - Bulk sewerage services
  - Bulk supply of water
  - Roads
  - Public transport
- Facilities
  - Health
  - Safety and security
  - Education
  - Sports
- Functions
  - Planning
  - Collection of taxes/income and allocation/distribution

The West Coast District Municipality and the local municipalities enter into discussion regarding functions at the DCFTECH level and through bi-laterals when the need arises.

The analysis of the strategies currently in place in our municipalities to a large extent need to be in alignment of the region's Integrated Development Plans. It will also be important for municipalities on local level to inform the district on strategies that they are currently embarking on; so that the district can align that particular strategy to the processes of the district.

All strategies that will be formulated for the West Coast Region will be to ensure that all the local municipalities partake in the process where a task team will be established to ensure the planning, formulating, drafting and implementing of such a strategy. It will also be important that other role players and stakeholders be involved in the formulation of strategies for the West Coast Region.

In each of the above-mentioned spheres it is important that the district and local municipalities together find clarity on the way in which they will tackle the challenges of development at regional level and which strategies or development approach they will follow. Each individual municipality must also be sure about its own resources and capacity to deliver within the developmental approach. These aspects will be addressed at the joint strategic workshops.

**Joint strategic workshops** will also consider the following aspects:-

- Regional economic development Strategy;
- Human development in the region and aspects relating to Poverty Alleviation Strategy;
- 
- The Spatial Development Framework for the region;
- 
- The sustainable utilisation of scarce resources, with special reference to environmental viability;
- 
- Proactive consultation and coordination between district and local municipalities on delivery programmes and projects in the district, to ensure an integrated approach throughout and the achievement of common district objectives in the process;
- Action-specific principles, e.g. bioregional planning principles, will be fundamental to all spatial planning in the district;
- Information sharing among municipalities in the region;
- Priorities identified by more than one local municipality which as such can be regarded as partial regional priorities;
- Proactive definition of components, strategies and programmes of the IDPs arising from non-municipal line functions, as well as crosscutting dimensions such as poverty, gender issues, etc. that have to be addressed;
- Coordination of actions and implementation of IDP strategies.

**Facilitation process in regional context:**

These refer to aspects which are not necessarily municipal line functions. They should nevertheless be included in IDPs on the express understanding that the relevant local municipality or district municipality, as overall representative, will relay such matters to the various sector role-players at provincial and national levels and will act as facilitator(s) in the promotion processes.



The following steps will be used to encourage the facilitation process (with continued emphasis on the importance of feedback):–

- WCDM acts as facilitator/convenor to promote matters that may represent a district-wide problem or have a district-wide impact, while each local municipality is individually responsible for matters that are locally relevant.
- Representatives/specialists of each issue that come to the fore are identified in the various towns (each town need not be represented). Advertisements inviting experts to participate can be published in the local papers.
- The group that is identified forms a special study group for example to address problems in education etc.
- WCDM or the local municipality concerned assists the study group with arrangement of meetings and other supporting actions in performing their task.
- When the study group makes a recommendation, district-wide actions are further facilitated with the support of WCDM, and local actions with the support of the relevant local municipality.
- The relevant local municipality or WCDM together with the study group negotiate with other spheres of government to ensure the implementation of the components.
- A dynamic checklist is formalised with the aid of the study group to monitor that the crosscutting dimensions mentioned above are incorporated in all strategies and projects.
- Joint strategic workshop(s) are presented by WCDM for the proactive identification and definition of crosscutting dimensions and actions that may arise from non-municipal line functions and for the coordination and implementation of actions.

## **4. BINDING PLANS, PLANNING REQUIREMENTS AND POLICY AT NATIONAL, PROVINCIAL AND LOCAL LEVELS**

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To ensure that both the district and local municipalities are aware of all relevant binding national and provincial legislation, policy, programmes, strategies and available funds and that these are considered in the various IDP processes, the Framework contains the following information:–

### **LIST OF BINDING LEGISLATION, POLICY AND STRATEGIES**

#### **4.1 Plans**

- Provincial Strategic Plan
- National Spatial Development plan

#### **4.2 Planning requirements**

- 4.2.1 Water Services Development Plans
- 4.2.2 Integrated Waste Management Plan
- 4.2.3 Integrated Transport Plans
- 4.2.4 Land Development Objectives & Integrated Development Plans
- 4.2.5 Housing Strategy
- 4.2.6 Local Economic Development Strategies
- 4.2.7 Integrated Infrastructure Planning
- 4.2.8 Integrated Energy Planning
- 4.2.9 Spatial Development Framework
- 4.2.10 Environmental Implementation Management Plans
- 4.2.11 Tourism Strategy

All municipalities must locally take cognisance of:–

- IDP: West Coast District Municipality
- IDPs of five local municipalities
- Existing approved Spatial Development Frameworks (SDFs) and/or structure plans for the region
- Existing approved Water Services Plans
- Existing approved Disaster Management Plans
- HIV/AIDS Strategies

#### **4.3 DISTRICT IDPs and the DISTRICT WIDE ONE PLAN**

The Department of Local Government has put forward a position paper regarding the District IDP and District One plan. The purpose of the position paper is to map the requirements for a District Integrated Development Plan (IDP) versus that of a District-wide One Plan as a basis to evaluate whether it is

possible to combine the requirements for both plans into a single planning instrument that will serve as the primary planning instrument in each district municipality and district geographic space. (Document attached as annexure).

The rationale for the position paper is described as follows:-

The role of a district municipality in respect of the integrated planning is derived from Chapter 5, Section 84(1)(a) of the Municipal Structures Act, 2000 which states that:

“A district municipality has the following functions and powers:  
Integrated development planning for the district municipality as a whole, including a framework for integrated development plans of all municipalities in the area of the district municipality.”

A District IDP is therefore premised on planning in an integrated manner for a district as a whole. As such it has both an inward and outward focus namely to direct the resources of a district municipality to both manage the affairs of the municipality and deliver on its functions and powers but also more importantly to coordinate and direct development in the district for the benefit of all municipalities in the district.

In practice many District IDPs have however become mainly inwardly focused planning instruments as opposed to promoting the district-wide planning and implementation of medium to long-term catalytic projects. With the implementation of the District Development Model (DDM) and the introduction of the One Plan concept the question arose as to the future role and position of a District IDP.

In the Western Cape the Joint District and Metro Approach (JDMA) is the Province's implementation of the national DDM. It constitutes a geographical and team based, citizen focused approach with a single JDMA implementation plan to provide developmental initiatives and government services. Again the question arise as to the relationship between a District IDP and the JDMA implementation plans.

The Western Cape Government is of the view that the 5th Generation District IDPs that is to be developed following the local government elections, must be strengthened in line with the original legislative intent, to be primary planning instrument in a district that has both an inward (the district municipality as an institution) and outward (the district as a geographic space) focus. (*Van Vuuren, P.C., 2022, Mapping the requirement for a District IDP versus that for a District-wide One Plan, PGWC DLG*).

## **5. PROCEDURES AND PRINCIPLES FOR MONITORING THE PLANNING PROCESS AND AMENDMENT OF THE FRAMEWORK**

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### **5.1 Procedures and principles for monitoring the planning process and amendment of the framework**

The following procedures 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 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 departmental heads, officials and functionaries. The IDP Representative Forum must also monitor the process.
- Sections 83 and 84(1) (a) of the Municipal Structures Act empower the WCDM to monitor the process at district and local level. The Senior Manager: Strategic Services of the WCDM in conjunction with the IDP/LED Managers of the B Municipalities monitors the processes for the West Coast Region.

### **5.2 Amendment and annual review of 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 referred to in paragraph 1.5 above meets after each phase in the IDP process to evaluate progress and to identify where changes, amendments or departures to/from both the Framework and the planning process are required.
- Each municipality must notify the WCDM 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).
- WCDM Senior Manager: Strategic Services in conjunction with IDP/LED Managers of the respective local municipalities deals with the process

and ensures that all proposals for departure/amendment are reported to roleplayers and that their comment is invited.

- WCDM Senior Manager: Strategic Services and the IDP Mangers from the respective local municipalities will review the framework annually and submit to the District Municipality for approval and may submit to the Local Municipalities for noting.

## 6. COMPONENTS FOR INCLUSION IN INTEGRATED DEVELOPMENT PLANS

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### 6.1 Components for inclusion

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 the district's- and local municipalities Integrated Development Plans:–

The Department of Local Government has developed a standard IDP guideline for municipalities when drafting and planning of the Integrated Development Plans. It must however reiterate that municipalities can utilise their own discretion when drafting their Integrated Development Plan and must realise that each municipality's situation analysis is different from each other. The West Coast District Municipality and the local municipalities as part of their formulation or drafting of their Integrated Development Plans use the guidelines below as depicted below. It is of utter importance that municipalities align all their processes with the District municipality and the same will be required from the West Coast District Municipality.

<p><b>1. Clear analysis of municipal reality &amp; clear development strategy</b></p>	<ul style="list-style-type: none"> <li>• Socio-economic analysis of municipal area: Ward-based profiling within the municipal area *</li> <li>• Clear development vision</li> <li>• Clear <b>economic development</b> 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>
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<p><b>2. Targeted basic services and infrastructure investment</b></p>	<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>• 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>
<p><b>3. Community involvement in planning and delivery</b></p>	<ul style="list-style-type: none"> <li>• Municipal-wide engagement on IDP and related task teams</li> <li>• Communication on IDP through council and ward structures</li> </ul>
<p><b>4. Institutional delivery capacity within municipality</b></p>	<ul style="list-style-type: none"> <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>
<p><b>5. Alignment with national/provincial programmes</b></p>	<ul style="list-style-type: none"> <li>• IDP addresses national &amp; provincial strategies (economic, social and environmental (i.e. NSDP, PGDS))</li> <li>• District and Local IDP have a shared strategic priorities</li> <li>• Sharing of resources between spheres of government in the IDP</li> </ul>

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## ANNEXURE A

### IDENTIFIED ROLE-PLAYERS AT DISTRICT LEVEL

<u>NATIONAL</u>	<u>PROVINCIAL</u>	<u>CORPORATE</u>	<u>OTHER</u>
Home Affairs	Health	Members of the West Coast Business Development Forum	
Rural Development and Land Reform	Social Development	Eskom	WESGRO
Water Affairs	Education	Spoornet	
Forestry	Roads	Telkom	
Environmental Affairs	Environmental Affairs	Cape Nature Conservation Council	SA National Parks
SAPS (District)	Economic Affairs, Agriculture and Tourism	Naval Base	Agricultural Unions
Corrective Services (District)	Transport/Traffic	Saldanha Steel	Trade Unions (District)
	Department Local Government	Mining companies	Cooperatives



			Chambers of business

## ANNEXURE B

### NATIONAL IDP FOCUS AREAS

IDP Focus Area	Delivery Focus Area	Performance Definition	National Targets (if applicable)
<b>1. Service Delivery</b>	Sanitation Water Electricity Refuse Removal Municipal Roads Infrastructure plans EPWP Sector plans (Health, Education, Transport)		
<b>2. Institutional Arrangements</b>	Human Resource Strategy Skills Development Plan Performance Management System Operations and Maintenance Skills Development Human Capital/Social Capital		
<b>3. Economic Development</b>	Alignment (NSDP; PGDS) DM / LM interface Special groups 1 <sup>st</sup> and 2 <sup>nd</sup> Economies		
<b>4. Financial Management and Corporate Governance</b>	Submission of FS	Are the financial statements timeously (two months after end of financial year) submitted to the	

<b>(Compliance with MFMA and MSA)</b>		Office of the Auditor General?	
	Audits	Have the observations of the OAG on a) the financial audit b) the performance audit been acted upon in terms of corrective governance procedures and approaches?	
	Financial Plan (MSA s 26h)	Is there a financial plan that includes a budget projection for at least three years?	
	Budget	Does the compilation and management of the budget comply with the provisions of the MFMA: sections 16 – 26? Are there measurable	

		performance objectives for each vote in the budget, taking into account the IDP?	
	Duties of office bearers re budget (Mayor: MFMA, sections 21-23 and 52 and 54) (Municipal Manager, sections 68-72)	Has the Mayor performed his or her budget duties: coordinated the processes, tabled a schedule 10 months before start of financial year and consulted with relevant stakeholders? Has the MM undertaken his or her reporting and	

		administrative duties re the Act? Is the budget timetable adhered to (July to June)?	
	Service Delivery and Budget Implementation Plan (SDBIP) (MFMA: Section 53)	The SDBIP is a tool approved by the Mayor to manage, implement and continuously monitor delivery of services, spending of budget allocations, performance of senior management and achievement of the strategic objectives set by the Council. Is this plan operative?	
	SDBIP: Political and executive accountabilities	Has a S 53 document been adopted by Council and are systems in place for effective strategic management?	
	Division of Revenue DORA Equitable Share: Schedules 2 and 3 MIG (infrastructure transfers) Schedule 4B Capacity building Section 14	Municipalities need to demonstrate financial planning aligned to DORA (ES; MIG; Transfers for capacity-building) and have plans to both manage revenue shortfalls and enhance revenue collection.	
	Revenue Management MFMA: s 61; MSA: s 95)	Check that the accounting officer is taking all reasonable steps to comply with legal requirements.	

	Project Consolidate interventions	Is the role of CDW's articulated and incorporated into the IDP? Check budget for skills and capacity development projects.	
	Community participation – budget (MFMA Section 22 – 23)	Has the draft budget been made public and a meeting	

		held with the community to ascertain development priorities? Are these priorities incorporated into the IDP?	
	Anti-corruption	Does the IDP convey a discernible commitment to clean and accountable governance and evidence of investigative action in cases of malpractice?	
<b>5. Governance</b>	Public Participation	Check compliance with MSA: Have appropriate mechanisms, processes and procedures been put in place to enable the community to participate in the affairs of the municipality? E.g. Public meetings, availability of IDP to community; involvement of community in development, implementation and review of the municipality's performance management system;	

		<p>Were community involved in setting of appropriate key performance indicators and targets for the municipality? Are these initiatives reflected in the IDP?</p>	
	<p>Code of Conduct for Councillors and municipal staff members (Sections 1 and 2, MSA)</p>	<p>Have all staff and members signed the Code of Conduct? Are the provisions of these sections adhered to re general conduct, duties disclosures? Does the community have access to the Codes of Conduct?</p>	
	<p>Ward Committees</p>	<p>Total number of Ward Committees established as per the number of demarcated municipal wards; Are Ward Committee functional; do they comply with Terms of Reference of establishment? Does the IDP report on their contribution to development in the municipality?</p>	

	Communication	<p>Is the municipality complying with MSA (S21) directives regarding communication to the local community?  E.g. Official website should be established (if affordable; if not via an intergovernmental arrangement);  Website or public place must contain documents to be made public in terms of the MPFMA and MSA.  Are there indications of a positive interface between council, ward committee and community?  Does the IDP demonstrate a commitment to communication?</p>	
<b>6. Intergovernmental relations</b>	Cooperative governance	<p>MSA S3 defines how local government must develop cooperative approaches to governing, resource share and solve disputes and problems within context of IGR.  Are these principles discernible in the IDP?</p>	
	<p>Establishment of IGR Forums:  Provincial – Premier's Forum  Interprovincial forums;  Local: District forums;  Intermunicipal forums</p>	<p>The IGRF Act requires that there are provincial and district intergovernmental forum to promote and facilitate IGR between a) provinces and local government, and b)</p>	

		district and local municipalities. Is the IDP benefiting from intergovernmental dialogue? SBM – WoSA Clusters	
	Role of IGR Forums to promote service delivery	The forum must meet at least once a year with service providers and other role players concerned with development in the district, to coordinate effective provision of services and planning in the district. Does the IDP reflect engagement with forums?	
	Reporting and sector involvement in planning	The Premier of a province must report to PCC on the implementation of national policy and legislation within the province.	
		The role of sectors in local delivery must be clearly articulated. Is the IDP aligned to these obligations?	
	Assignment of Powers and functions	Do appropriate intergovernmental agreements facilitate effective management of assignments within the municipality?	

<p><b>7. Spatial Development Framework</b></p>	<p>Sustainable Human Settlements</p>	<p>Check that municipalities are familiar with Housing dept policy on SHS and implications of new accreditation framework. Municipalities need to be working intergovernmentally to sustain joint planning in land access, economic and labour profiling, infrastructure delivery and provision of services.</p>	
	<p>National Spatial Development Perspective (NSDP)</p>	<p>The updated NSDP is being communicated to provinces and municipalities between February and April. Ensure principles are understood and there are management plans for joint planning initiatives aligned to the NSDP economic and social profile for that province / region.</p>	
	<p>Provincial Growth and Development Strategy (PGDS)</p>	<p>New Guidelines are available for provinces and municipalities to structure their planning aligned to regional profiles and in spirit of economic and resource cooperation.</p>	
	<p>Economic profile</p>	<p>Has the NSDP overview been extrapolated and integrated into local economic development initiatives based on local and regional economic realities?</p>	



	Geographic profile	Are studies undertaken to understand environmental and geographic characteristics of the region and the implications for economic spatial choices?	
	Demographic profile	Have the demographics of	
		the region in terms of household size, poverty statistics, migration, labour preferences, birth and death rates been factored into the spatial strategy of the municipality?	