

WEST RAND DISTRICT MUNICIPALITY



2024/25

IDP REVIEW FRAMEWORK

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1. INTRODUCTION

This document details the process for the development and the review of the Integrated Development Plan (hereafter referred to as the IDP) for the West Rand District Municipality, covering the period 1 July 2024 – 30 June 2025. The Integrated Development Plan is a municipality's principal strategic plan that deals with the most critical development needs of the municipal area (external focus) as well as the most critical governance needs of the organization (internal focus). It aims to co-ordinate the work of local and other spheres of government in a coherent plan to improve the quality of life for all the people living in that area. It should be taken into account the existing conditions and problems and resources available for development. The projects within the IDP are linked to the municipality's budget.

The Integrated Development Plan –

- is adopted by council within one year after a municipal election and remains in force for the council's elected term (a period of five years);
- is drafted and reviewed annually in consultation with the local communities as well as interested organs of state and other role players;
- guides and informs all planning and development, and all decisions with regard to planning, management and development;
- forms the framework and basis for the municipality's medium term expenditure framework, annual budgets and performance management system; and
- seeks to promote integration by balancing the economic, ecological and social pillars of sustainability without compromising the institutional capacity required in the implementation, and by coordinating actions across sectors and spheres of government.

2. PURPOSE OF THE DISTRICT IDP FRAMEWORK

The purpose of the framework is to indicate the various planned activities and strategies on which the municipality will embark to compile its integrated development plan for the five year cycle (2022/23 -2026/27). The function of the framework plan it to ensure that the process of the district IDP and the local IPD's are mutually linked and can inform each other ensuring co-operative governance as contained in Section 41 of the Constitution.

The framework binds both the district municipality and the local municipality in the areas of the district municipality. The framework enhances integration and alignment between the IDP thereby ensuring the development of an IDP. It fulfils the role of operational framework for the IDP process outlining the manner in which the IDP process will be undertaken.

The IDP and budget processes are two distinct but integrally linked processes which must be coordinated to ensure that IDP and budget related policies and the final budget are mutually consistent and credible. Credibility refers to the municipality's ability and capacity to spend and deliver services in accordance with its approved budget. The District municipality is in charge of the Framework, which has to be agreed upon by all local municipalities and all be used by the local municipalities in finalising their Process plans.

3. WHAT IS THE FRAMEWORK PLAN?

The function of the Framework Plan is to ensure that the process of the district IDP and local IDP's are mutually linked and can inform each other ensuring co-operative governance as contained in section 41 of the Constitution.

The Framework must also include the following:

- a) Identify the plans and planning requirements binding in terms of national and provincial legislation and identify those which were omitted in the past IDP process;
- b) Identify the matters to be included in the district and local IDP's that require alignment;
- c) Specify the principles to be applied and co-ordinate the approach to be adopted;
- d) Determine procedures for consultation between the district municipality and the local municipalities;
- e) Determine the procedures to effect amendments to the Framework Plan;
- f) Incorporate comments from the MEC and those derived from self-assessments;
and
- g) Provide guidelines for the Performance Management System (PMS) and IDP implementation and communication plans;

Therefore the Framework Plan is a coordinating tool for the district to ensure that interrelated and parallel planning processes within the district is coordinated to obtain maximum benefit for the district as a whole.

3.1 Elements of the IDP Review Framework plan

The IDP Review Framework Plan entails the following elements:

- Elements of the IDP;
- Framework programme with time frames;
- Mechanisms and procedures for alignment;
- Mechanisms and procedures for consultation;
- Binding plans and planning requirements at Provincial and National level; and
- Procedures and principles for monitoring the planning process and amendment.

4. LEGISLATIVE BACKGROUND

4.1 Constitution

The Constitution mandates that a municipality must undertake developmentally-orientated planning so as to ensure that it:

- a) strives to achieve the objectives of local government set out in section 152;
- b) gives effect to its developmental duties as required by section 153;
- c) together with other organs of state contribute to the progressive realisation of fundamental rights contained in sections 24, 25, 26, 27 and 29;

4.2 White Paper

“South Africa has been given a rare and historic opportunity to transform local government to meet the challenges of the next century”. The White Paper establishes the basis for a new developmental local government and characterizes it as a system, which is committed to working with citizens, groups and communities to create sustainable human settlements which provide for a decent quality of life and meet the social, economic and material needs of communities in a holistic way.

To achieve developmental outcomes will require significant changes in the way local government works. The White paper further puts forward three interrelated approaches which can assist municipalities to become more developmental:

- Integrated development planning and budgeting;
- Performance management; and
- Working together with local citizens and partners.

4.3 Municipal Systems Act 32 of 2000

The Municipal Systems Act (32 of 2000) is the key legislation that gives direction and guidance on the development processes of the IDP. Chapter five of the act details the process as follows:

Section 25(1) mandates that each municipal council must, upon election adopt a single, inclusive and strategic plan which:

- a. links, integrates and co-ordinates plans;
- b. aligns the resources and capacity with the implementation of the plan;

Section 27 mandates the district municipality, in consultation with the local municipalities – to adopt a framework for integrated development planning, which shall bind both the district municipality and its local municipalities.

On the basis of the agreed framework plan, Section 28 mandates that each municipal council must adopt a process plan to guide the planning, drafting and adoption and reviewing of its integrated development plan.

4.4 Local Government: Municipal Planning and Performance Management Regulations, 2001

To develop further guidelines and clarity in the issues of IDP, regulations were issued in 2001. The Municipal Planning and Performance Management Regulations set out in detail requirements for Integrated Development Plans.

- (1) *A municipality's integrated development plan must at least identify-*
 - (a) *the institutional framework, which must include an organogram, required for-*
 - (i) *the implementation of the integrated development plan; and*

- (ii) addressing the municipality's internal transformation needs, as informed by the strategies and programmes set out in the integrated development plan;
 - (b) any investment initiatives in the municipality;
 - (c) any development initiatives in the municipality, including infrastructure, physical, social, economic and institutional development;
 - (d) all known projects, plans and programmes to be implemented within the municipality by any organ of state; and
 - (e) the key performance indicators set by the municipality.
- (2) An integrated development plan may-
- (a) have attached to its maps, statistics and other appropriate documents; or
 - (b) refer to maps, statistics and other appropriate documents that are not attached, provided they are open for public inspection at the Offices of the municipality in question.
- (3) A financial plan reflected in a municipality's integrated development plan must at least-
- (a) include the budget projection required by section 26(h) of the Act;
 - (b) indicate the financial resources that are available for capital project developments and operational expenditure; and
 - (c) include a financial strategy that defines sound financial management and expenditure control, as well as ways and means of increasing revenues and external funding for the municipality and its development priorities and objectives, which strategy may address the following:
 - (i) Revenue raising strategies;
 - (ii) asset management strategies;
 - (iii) financial management strategies;
 - (iv) capital financing strategies;
 - (v) operational financing strategies; and
 - (vi) strategies that would enhance cost-effectiveness.
- (4) A spatial development framework reflected in a municipality's integrated development plan must-
- (a) give effect to the principles contained in Chapter 1 of the Development Facilitation Act, 1995 (Act No. 67 of 1995);
 - (b) set out objectives that reflect the desired spatial form of the municipality;

- (c) contain strategies and policies regarding the manner in which to achieve the objectives referred to in paragraph (b), which strategies and policies must-
 - (i) indicate desired patterns of land use within the municipality;
 - (ii) address the spatial reconstruction of the municipality; and
 - (iii) provide strategic guidance in respect of the location and nature of development within the municipality;
- (d) set out basic guidelines for a land use management system in the municipality;
- (e) set out a capital investment framework for the municipality's development programs;
- (f) contain a strategic assessment of the environmental impact of the spatial development framework;
- (g) identify programs and projects for the development of land within the municipality;
- (h) be aligned with the spatial development frameworks reflected in the integrated development plans of neighboring municipalities; and
- (i) provide a visual representation of the desired spatial form of the municipality, which representation -
 - (i) must indicate where public and private land development and infrastructure investment should take place;
 - (ii) must indicate desired or undesired utilization of space in a particular area;
 - (iii) may delineate the urban edge;
 - (iv) must identify areas where strategic intervention is required; and
 - (v) must indicate areas where priority spending is required."

4.5 Municipal Finance Management Act 56 of 2003

The MFMA (56 of 2003) speaks about promotion of cooperative governance and makes special emphasis on alignment of the IDP and the Budget. This is enshrined in chapter five of the MFMA (Act 56 of 2003).

Consequently, the West Rand District Municipality, in pursuit of the above legislative directives, is thus presenting this IDP framework to guide its process plans and, consequently the IDP plans of both, the district itself and the local municipalities within the area of its jurisdiction.

5. IDP REVIEW PROCESS

The 2024/25 IDP Review process is done in order to achieve the following:

- To inform other components of the municipal business process, including institutional and financial planning and budgeting; and
- To inform the cyclical intergovernmental planning and budgeting cycles.

The IDP Review process will focus and be influenced by the following areas:

- Local Government MEC's comments;
- Improvement on the IDP/Budget Process based on the previous performance;
- Amendments on the existing documents/Newly adopted policies; and
- Adjustment of powers and functions.

As per legislative requirement, an adopted IDP is submitted to the MEC of Local Government and Housing for comments. These comments will be incorporated during the review process to influence the finalization of the process. However, it is necessary that they are received on time to allow municipalities' ample time to process and put them in effect.

6. ROLES AND RESPONSIBILITIES BETWEEN THE MUNICIPALITY AND OTHER ROLE PLAYERS

STRUCTURE	ROLES AND RESPONSIBILITIES
The WRDM Council and the Mayoral Committee	<ul style="list-style-type: none">▪ Council is the ultimate decision making body. Its role is mainly to consider and adopt the IDP;▪ Council and the Mayoral Committee play an oversight role during the IDP process;▪ The Mayoral Committee would be consulted before the approval of the IDP framework, development of priority issues and the adoption of the IDP by Council;

<p>IDP Representative Forum</p>	<ul style="list-style-type: none"> ▪ The IDP representative forum, which consists of the district IDP technical committee, IDP coordinators, all councillors in the district, representatives from stakeholders in the district, the Executive Mayors of local municipalities, and municipal managers of local municipalities and is chaired by the Executive Mayor of the District; ▪ The IDP representative forum ensures effective and efficient public participation on matters of the IDP process. This structure would meet to; consult on the content of the IDP; and ▪ Discuss the development, implementation and review of the municipality's SBDIP and monitor the municipality's performance in relation to the key performance indicators and performance targets set by the municipality.
<p>WRDM Management</p>	<ul style="list-style-type: none"> ▪ The Municipal Manager oversees the whole IDP process and take responsibility thereof; ▪ The IDP/PMS Manager manage the process of the developing and revising the IDP; ▪ The IDP Management Team is chaired by the Municipal Manager; ▪ The role of this committee is to provide overall management and co-ordination of the planning process the relevant technical, sector and financial information for analysis and determining the priorities; ▪ Dispense technical expertise in the consideration and finalization of the strategies and implementation of projects; and ▪ The IDP steering committee needs to meet at least bi-monthly to assess the progress made and guide the process of IDP preparation.
<p>IDP Managers Forum</p>	<ul style="list-style-type: none"> ▪ The managers forum provides a platform wherein the District and Local Municipalities discuss areas of mutual interest and provide IDP alignment between all municipalities; and ▪ The IDP managers will meet on a quarterly basis to discuss the alignment process and other related matters.

7. MECHANISMS AND PROCEDURE FOR ALIGNMENT AND AMENDMENT OF THE FRAMEWORK

7.1 Alignment with other government programmes /policies

While the IDP process is a local process, it requires inputs and support from other spheres of government. Alignment is the instrument used to synthesize and integrate the top-down and bottom-up planning process between the different spheres of government.

To ensure that all relevant binding and non-binding national and provincial legislation including policies, programmes and strategies are considered in the IDP process of the municipality, as a district we looked at the relevant information pertaining to the district to address issues emanating from the programs / policies.

7.2 Levels of alignment

The District Municipality will, for the duration of the IDP process, promote horizontal and vertical alignment with other role players through the various fora, such as the Executive Mayors, Municipal Managers and IDP coordinators meetings.

i. Vertical alignment:

Between spheres of government, role players are:

- national departments
- provincial departments
- State Owned entities institutions (Eskom etc.)

ii. Horizontal alignment:

Major role-players in horizontal alignment are;

- Local municipalities within the WRDM's area of jurisdiction.
- Institutions; (Governmental and Non-Governmental Organizations).
- Communities in the WRDM.

7.3 Monitoring and amendments

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:

- IDP/PMS 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.

7.4 Sector Plans

District Sector plans are now in place and it is critical that they are reviewed in accordance to the reviewed IDP.

- WRDM Disaster Management Framework
- WRDM Disaster Management Summer Plan
- WRDM Disaster Management Winter Season Plan
- WRDM Emergency Management Services Master Plan 2022 Version 1
- WRDM Disaster Management Plan
- West Rand Tourism Sector Strategy
- WRDM LED Strategy
- The District Integrated Transport Plan (DITP)
- West-Rand-Tourism-Sector-Strategy
- Final West Rand LED Strategy
- Veldfire management strategy
- High Level Wetland Mapping for the WRDM
- WRDM Green IQ Final
- West Rand Climate Change Response Plan Final Report
- Air Quality Management By-laws
- WRDM IWMP
- AQMP Report
- Wetlands Strategy and Action Plan - West Rand
- Gauteng Province Socio Economic Review and Outlook
- WRDM DITP WB

- West Rand Spatial Development Framework
- West Rand Sustainable Human Settlement Plan - Revision Addendum

8. ANNUAL REVISION OF THE FIVE YEAR IDP

8.1 Legal requirements

Section 34 of the Municipal Systems Act refers to annual review and amendment of the IDP.

A municipal council-

- (a) must review its integrated development

 - (i) annually in accordance with an assessment of its performance measurements in terms of section 41; and*
 - (ii) to the extent that changing circumstances so demand;**
- (b) may amend its integrated development plan in accordance with a prescribed process.*

8.2 Purpose of the annual IDP review

The approved 5 year IDP is reviewed annually (four times) during its 5 year life cycle.

The purpose of the annual review is to -

- reflect and report on progress made with respect to the strategy in the 5 year IDP;
- make adjustments to the strategy if necessitated by changing internal and external circumstances that impact on the appropriateness of the IDP;
- determine annual targets and activities for the next financial year in line with the 5 year strategy; and
- inform the municipality's financial and institutional planning and most importantly, the drafting of the annual budget

8.3 What the IDP review is all about

The annual review of the IDP is not intended to rewrite to/replace the approved 5 year IDP, but rather focused on the bullet points cited in 8.2 above.

9. CONCLUSION

This IDP Review Framework has outlined the timeframes, role players, mechanisms of alignment and the binding legislations towards ensuring that the **2024/25** IDP and Budget for the WRDM are tabled and also approved within the legislated time frames. Compliance with the timeframes provided will allow enough time to table the Draft IDP and Budget on or before March 2024 and take it council for approval on or before May 2024.

The way forward is for all municipalities to prepare Process Plans in concurrence with the District Framework Plan and set out the following:

- HOW the planning process will unfold per municipality;
- WHAT actions are required;
- WHO will be responsible for implementing these actions;
- WHEN will the action have to be implemented; and
- WHAT will the actions COST?

The achievement of an aligned and also successful implementation of the IDP depends on the co-operation of all the role players in order to achieve their developmental objectives in a spirit of co-operative governance.

In conclusion the WRDM framework must be seen as the tool for the district to ensure that interrelated parallel planning processes within the District is achieved.

ACTIVITIES AND TIMEFRAMES FOR 2024/25 IDP FRAMEWORK

PHASES	ACTIVITIES	Responsible	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
ANALYSIS	District IDP Review Framework (IDP forum).	IDP Manager												
	Request Research additives (Situational Analysis by SERO)	GPT, District & LMs												
	Alignment of LMs Process Plans with the District IDP Review Framework.	IDP Managers (District & Local)												
	Council to Approve the IDP Review Framework.	IDP Manager												
	IDP week with Sector Departments.	MMC's, Internal HoD's and IDP Manager.												
	- Social Analysis.	Health and Social and Development												
	- Public Safety Analysis.	Public Safety												
	- Economic Analysis.	LED												
	- Institutional Analysis.	Corporate Services												
	- Environmental Analysis.	Environment and Land Use Management												
	- Spatial Analysis.	Environment and Land Use Management												
	Sector Forum Meeting	Sector Departments and IDP Managers												
Submission of District Wide Community needs prioritization.	IDP Manager's (District & LM's) & Speaker's Office.													
STRATEGIES	Submission of Priority Developmental Projects/Programs to the District	District and Locals												
	Sector Plans Submission	All Departments												
	Ensure alignment of projects and programs with the budget.	All Departments												
PROJECTS & PROGRAMMES	Consolidation of the Draft IDP and Draft SDBIP.	All Departments												
	Presentation of Situation Analysis	GPT, District & LMs												

PHASES	ACTIVITIES	Responsible	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
INTEGRATION APPROVAL	Presentation of the Draft IDP and Draft SDBIP (Management).	IDP Manager												
	Presentation of the Draft IDP and Draft SDBIP (IDP Managers Forum).	IDP Manager												
	Mayoral Committee to consider the Draft IDP and Draft SDBIP.	IDP Manager												
	Council to note the Draft IDP and Draft SDBIP.	Council												
	Submissions of the Draft IDP and Draft SDBIP to the MEC for Local Government.	IDP Manager												
	Submission of local IDP's to the WRDM	IDP Managers' (Locals)												
	Public Notice inviting comments for 21 days.	IDP Unit												
	Provincial and District IDP Analysis.	MIDP												
	Incorporating/Responding to Comments.	All Departments												
	Presentation of the Final IDP (IDP Rep Forum).	IDP Manager												
	Presentation of the Final IDP (IDP Coordinators Forum).	IDP Manager												
	Presentation of the Final IDP (Management).	IDP Manager												
	Mayoral Committee to consider the Final IDP.	IDP Manager												
	Council to adopt the Final IDP.	IDP Manager												
Submissions of the Council Approved IDP to the MEC for Local Government.	IDP Manager													
APPROVAL	SDBIP Approval.	Executive Mayor												