



UMLALAZI LOCAL MUNICIPALITY IDP, BUDGET & PMS DRAFT PROCESS PLAN

PROCESS PLAN FOR THE 2020/2021 IDP/BUDGET AND PMS REVIEW



**uMlalazi
Local Municipality**



ACRONYMS

AG	: Auditor General
AR	: Annual Report
B2B	: Local Government Back to Basics Strategy
BSC	: Budget Steering Committee
C/WBP	: Community/Ward Based Plans
CBO	: Community Based Organization
CDW	: Community Development Worker
CoGTA	: KZN Department of Cooperative Governance & Traditional Affairs
COP 17	: Conference of Parties 17
CPF	: Community Policing Forum
DEPT.	: Department
DGDP	: District Growth Development Plan
DPSS	: Development Planning Shared Services
EXCO	: Executive Council
GIS	: Geographic Information System
HSP	: Housing Sector Plan
IDP	: Integrated Development Planning
IDP RF	: Integrated Development Planning Representative Forum
IDP TSC	: Integrated Development Planning Technical Steering Committee
KCDM	: King Cetshwayo District Municipality
LED	: Local Economic Development
LM	: Local Municipality
MANCO	: Management Committee
MEC	: Member of the Executive Committee
MEC	: Member of the Executive Committee
MFMA	: Municipal Finance Management Act
MM	: Municipal Manager
MSA	: Municipal Systems Act, 2000
mSCOA	: Municipal Standard Chart of Accounts
MTREF	: Medium Term Revenue and Expenditure Framework
NDP	: National Development Plan
NDPs	: Nodal Development Plans
NGO	: Non-Governmental Organization
(O)PMS	: (Organizational) Performance Management System
OSS	: Operation Sukuma Sakhe (War on Poverty)
PC	: Portfolio Committee
PED	: Planning and Economic Development
PGDS	: Provincial Growth Development Strategy
PMS	: Performance Management Systems
PSC	: Project Steering Committee
PT	: Provincial Treasury (KZN)
RET	: Radical Economic Transformation
S54 / 56	: Senior Management Employed in terms of this section on the act
SCM	: Supply Chain Management
SDBIP	: Service Delivery and Budget Implementation Plan
SDF	: Spatial Development Framework
SODA	: State of the District Address
SONA	: State of the Nation Address
SOPA	: State of the Province Address #
SPLUMA	: Spatial Planning and Land Use Management Act
TSC	: Technical Steering Committee
WC(M)	: Ward Committee (Member)
WR	: War Room

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Section 1: Introduction and Background

1.1. Introduction

The Integrated Development Plan (IDP) process is a process through which the municipalities prepare strategic development plans for a five year period, or for the review period. The IDP is the key instrument for the municipality to cope with its developmental role and seeks to arrive at decisions on issues such as municipal budgets, land management, promotion of local economic development and institutional transformation in a consultative, systematic and strategic manner. In order to ensure certain minimum quality standards of the IDP Review process and proper coordination between and within spheres of government, municipalities need to prepare an IDP Review Process Plan and formulate budget to implement the IDP. The IDP and Budget Process Plan has to include the following:

- The identification of key role players and stakeholders who will facilitate and manage the reviewing process, adoption and implementation of the IDP.
- A programme specifying the timeframes for the different planning steps;
- Appropriate mechanisms, processes and procedures for consultation and participation of local communities, organs of state, traditional authorities and other role players in the IDP review and budget formulation processes;
- Procedures for monitoring and implementation of the Process Plan; and
- Cost estimates for the review process.

1.2. Legal Context

Local Government Municipal Systems Act 32 of 2000.

In terms of Chapter 5 [Section 28(1)] of the Local Government Municipal Systems Act 32 of 2000; each municipal council, within a prescribed period after the start of its elected term, must adopt a process set out in writing to guide the planning, drafting, adoption and review of its integrated development plan. The act further states that as part of this, the municipality must through appropriate mechanisms, processes

and procedures, consult the local community before adopting the process. The municipality must also give notice to the local community of particulars of the process it intends to follow.

In terms of Chapter 5 [Section 25 (1)]; Each municipal council must, within a prescribed period after the start of its elected term, adopt a single, inclusive and strategic plan for the development of the municipality (IDP), which links, integrates and co-ordinates development plans and aligns the resources and capacity of the municipality with the implementation of the IDP. The IDP then forms the policy framework and general basis on which annual budgets must be based. As the IDP is a legislative requirement it has a legal status and it supersedes all other plans that guide development at local level.

The IDP should consist of the following components;

- a) The municipal council's vision for the long term development of the municipality with special emphasis on the municipality's most critical development and internal transformation needs;
- b) An assessment of the existing level of development in the municipality, which must include an identification of communities which do not have access to basic municipal services;
- c) The council's development priorities and objectives for its elected term, including its local economic development aims and its internal transformation needs;
- d) The council's development strategies which must be aligned with any national and provincial sectorial plans and planning requirements binding on the municipality in terms of legislation;
- e) A spatial development framework which must include the provision of basic guidelines for land use management system for the municipality;
- f) The council's operational strategies;
- g) Applicable disaster management plans;
- h) A financial plan, which must include a budget projection for at least the next three years; and
- i) The key performance indicators and performance targets determined in terms of section 41.
- j) Local Government Back to Basics Strategy.
- k) Reflect on the Outputs from National Outcome 14.

Section 34 of the Municipal System Act requires the municipality to review its IDP annually in accordance with an assessment performance measurement in terms of Section 41 and to the extent that changing circumstances so demand and may amend its IDP in accordance with prescribe processes.

Spatial Planning and Land Use Management Act of 2013.

Chapter 4 of the SPLUMA provides for strategic guidelines and criteria for the development of SDF across all spheres of government. Within Chapter 4 (Part E) Section 20 of the SPLUMA provides for the preparation of municipal spatial development frameworks and the contents thereof.

The Spatial Development Framework is currently under full review in compliance with the Spatial Planning and Land Use Management Act (2013) and Municipal Planning and Performance Management Regulations (2001). The review process will be completed in the 2020 financial year.

The SDF consists of following mandatory provisions:

- a) Development of a Long Term Spatial vision and objectives of the IDP for the uMlalazi Municipality;
- b) Development of a conceptual scenario for envisaged spatial form;
- c) Development of a Micro-spatial Plan for the core areas which identifies the extent for future expansion of existing and proposed land uses and zones;
- d) Setting out of objectives which reflect the desired spatial form of the municipality;
- e) Contains strategies, policies and plans which shall:

- Analyse the opportunities and constraints within the municipality concerning the heritage, economy, agriculture; environment, infrastructure, tourism and social development;
 - Delineate the agriculture land which has high potential;
 - Indicate desired patterns of land use within the municipality;
 - Identify existing and future land reform projects;
 - Address the spatial reconstruction of the location and nature of development;
 - Provide strategic guidance in respect of the location and nature of development within the municipality;
 - Set out a basic framework for the development of a land use management system in the municipality;
- f) Sets out a capital basic framework for the development of a land use management system in the municipality;
- g) Sets out a capital investment framework for the municipality's development programmes;
- h) Analyse and clarify how sector plans will implement the SDF;
- i) Take due cognisance of environmental issues ;
- j) Identify programmes, interventions and projects for the development of land within the municipality;
- k) Alignment with SDF of neighbouring municipalities; and
- l) Provides a visual representation of the desired spatial form of the municipality, which shall:
- Indicate where public and private land development and infrastructure investment should take place;
 - Indicate all cross boarder issues, challenges and alignment of programmes shares;
 - Indicate desired or undesired utilisation of space in a particular area;
 - Delineate the urban edge / services boundary;
 - Identify areas where priority spending is required;
 - Identify existing and proposed nodal areas where infrastructure and/ or social services should be developed.

Municipal Finance Management Act 56 of 2003.

The process of developing the IDP has to align also with the Municipal Finance Management Act 56 of 2003, (MFMA), to ensure certain minimum quality standards of the integrated development planning and budget process. Section 21 (1.A) of this act provides that the Mayor of the municipality must co-ordinate a process for the preparation of the annual budget and the IDP review and budget related policies to ensure consistence and credibility.

The MFMA further states [In terms of Section 21B) that; at least ten months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for the preparation, tabling and approval of the annual budget, the review of the IDP and the consultative processes pertaining thereto.

The Municipal Finance Management Act (MFMA) of 2003 requires that municipalities prepare a Service Delivery and Budget Implementation Plan (SDBIP) as a strategic financial management tool to ensure that budgetary decisions that are adopted by municipalities for the financial year are aligned with their Integrated Development Plan. The SDBIP is essentially a measurement tool for municipal performance.

1.3. Purpose of the Process Plan

uMlalazi Local Municipality needs to plan, direct and manage its capacity and resources to support the successful implementation of its integrated development planning process and the budget. Most

importantly, the Municipality needs to take into account pertinent issues such as introducing change management strategies and organizational development interventions. The Umlalazi Municipality process plan describes how the municipality will develop and implement the integrated development plan through its budget within the area of jurisdiction. Therefore, it will have a meaningful bearing on the IDP review document once completed and/or most importantly, it may lead to the process of the develop of a new and all inclusive integrated development planning methodology to plan and actualize future development in uMlalazi area through budgetary allocations. Since the IDP and the successful implementation thereof is reliant on the sector plans or strategic documents, the process plan must also outline the key activities relating to the reviewing and development of organisational sector plans.

1.4. Alignment between IDP, Budget and PMS

The PMS process must address the following issues:

- Alignment of the PMS, Budget and IDP processes;
- Implementation of individual performance management system at managerial level.

The IDP, performance management systems (PMS) and budget are all components of one overall development planning and management system. The IDP sets out what the municipality aims to accomplish, how it will do this. The PMS enables the municipality to check to what extent it is achieving its aims. The budget provides the resources that the municipality will use to achieve its aims. As indicated earlier, every attempt has been made in this process plan to align the IDP and PMS formulation and/or review, and the budget preparation process. The linkages of the three processes are summarised in the following diagram:

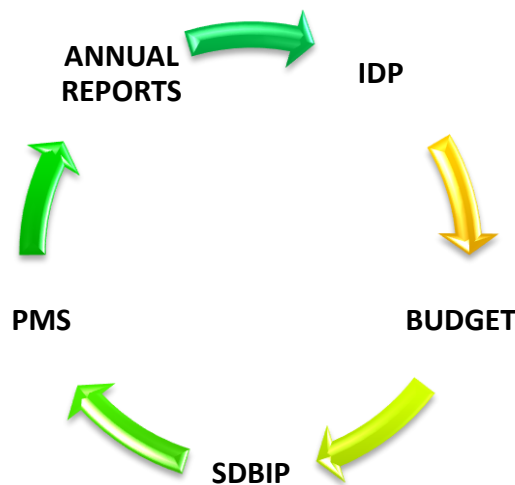


Figure 1: Linkage between IDP, Budget and PMS

Section 2: IDP Development Process

2.1. Key Components of the IDP, Budget and PMS Process Plan

The following is a summary of possible key elements to be addressed during the IDP Review Process:

2.1.1. Assessment Issues

- Comments received from the various role-players in the assessment of the IDP Review, particularly during the “IDP Decentralized Assessments” conducted by COGTA as well as the MEC Panel comments; and
- Areas identified through self-assessment and CBP
- IDP Managers and Planners forum ensures that all issues of alignment between the activities of the District are synchronised with those of LMs

2.1.2. Review of the Strategic Elements of the IDP in terms of Council’s New Priorities

- Vision, Mission and Objectives;
- Strategic thrusts of the Municipality (Developed in the Strategic Planning Session);
- Spatial Development Framework and other critical sector plans
- Implementation of Radical Economic Transformation Policies
- Integration with the local Government Back to Basics Strategy

2.1.3. Inclusion of new information where necessary

- Addressing any areas requiring additional attention in terms of legislative requirements not addressed during the previous years of the IDP Review Process;
- On-going alignment with the newly adopted DGDP
- On-going alignment with the OPMS, in terms of Chapter 6 of the Municipal Systems Act (MSA), with the IDP ;
- Any changes based on the annual performance assessment as contained in the Annual Report; and
- The update of the Financial Plan, the list of projects (both internally and externally funded).

Section 3: Vertical and Horizontal Alignment

3.1. Alignment Process

The review of the IDP will also be in line with the following to ensure vertical and horizontal alignment:

- UN Sustainable Development Goals
- African Union Agenda
- National Development Plan
- State of the Nation Address
- Outcomes 14
- Provincial Growth and Development Strategy
- State of the Province Address
- District Growth Development Strategy /District IDP Framework Plan
- State of the District Address
- Municipal Strategic Planning Sessions
- Local Government Back to Basics Strategy
- Operation Sukuma Sakhe
- Mayoral Budget Speech and State of the Municipality Address

3.2. Mechanisms for Alignment

3.2.1. Alignment between National and Local Government

uMlalazi Municipality will align the IDP review process with relevant national legislation, policies, programmes (NSDF, NDP, NSSD, SPLUMA etc.) and financial plans (e.g. MTEF, MTEP). Alignment Sessions are coordinated at provincial level by various Provincial Governments such as the Decentralised IDP Sessions, at regional level through the Planners Forums and at Local level through IDP RFs.

3.2.2. Alignment between Provincial and Local Government

Alignment between the province and the municipality will occur at the KCDM IDP Representative Forum. The process will have to be able to integrate the plans, programmes and budgets of the Provincial Sector Departments into the Municipal IDP. Although it is expected that the District will invite a wide range of Service Providers and Provincial Departments; the IDP Manager will assess whether this is sufficient and based on the Municipal context he may choose to hold additional meetings with other Service Providers or Departments during localised representative forums.

3.2.3. Alignment between District and Local Municipality

Alignment at this level will be co-ordinated at the KCDM IDP/Planners forum. The main function of the Committee is to monitor progress in the various review processes and to ensure agreement between the district and the local municipality in terms of the framework plan.

The King Cetshwayo District Municipality has reviewed and adopted its **District Growth and Development Plan (DGDP) Review in June 2018**. The DGDP outlines specific key performance areas in which must be achieved to realise the vision 2035 that is set out. As such, the district municipality hosted the DGDP Summit (May 2018) wherein the following resolutions were set;

- Adoption of the proposed vision of the DGDP: An economically viable district where growth and development prevails.
- Formulation on an institutional structure for the implementation of the DGDP.
- All municipalities to ensure that as practically as possible the next IDP review aligns with the DGDP.
- The district should strive towards the development of district wide Skills Development Plan.
- The DGDP be adopted in principle subject to formal tabling at the Council Structures for final adoption.
- DGDP Commitment Agreements be signed between KCDM Mayor, MM, and all LM Mayors and MMs.

3.2.4. Alignment at Local Municipal Level

The Municipal Manager / IDP Manager with the support of the IDP Steering Committee will ensure that all the role-players are performing their duties. Performance in terms of expected roles and responsibilities will be monitored at the Steering Committee meetings and corrective measures be taken should there be unsatisfactory performance.

The cross-border alignment with bordering municipalities' i.e uMfolozi, Mhlathuze, Mthonjaneni, Nkandla and Mandeni Municipality should be strengthened as and when necessary.

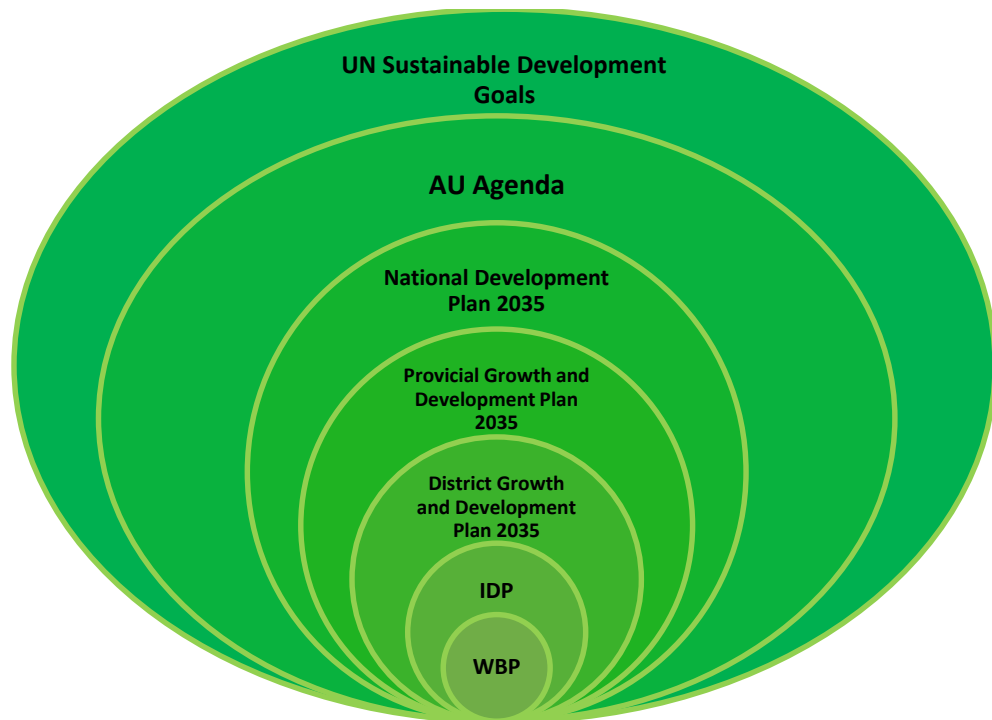


Figure 2: Structure of Alignment

3.3. Alignment with stakeholders

Alignment with stakeholders is essential in order for the King Cetshwayo District Municipality and Umlalazi Municipality's development priorities follow a strategically aligned process of implementation. The priorities can be reflected in the project prioritization process, as well as reflecting in specific projects and programs in the IDP. It is anticipated that the IDP and Mayor's Budget Roadshows and IDP Roadshows which will be led by EXCO and MANCO will create such a platform as well as a series of individual meetings with key organs of the state.

3.3.1. Stakeholders in the IDP process

- a) **Municipality** - The IDP guides the development plans of the municipality.
- b) **Ward Councilors** - The IDP gives ward councillors an opportunity to make decisions based on the needs and aspirations of their constituencies.
- c) **AmaKhosi** – The IDP provides for a wall-to-wall development for the municipality. AmaKhosi need to consult for all development proposed on rural/ITB land. AmaKhosi and traditional council members support with indigenous knowledge which help the municipality implement projects that meet specific needs of the a specific community.
- d) **Ward Committees/CDWs and other Stakeholders** - The IDP is based on community needs and priorities. Communities have the opportunity to participate actively and democratically in identifying their most important prioritized needs through ward committee and CDW structures. The IDP process encourages all stakeholders who reside and conduct business within a municipal area to participate in the preparation and implementation of the IDP.
- e) **National and Provincial Sector Departments** - Many government services that affect communities at local level are delivered by provincial and national government departments for example: police stations, clinics and schools. Municipalities must take into account the programs and policies of these departments. The departments should participate in the IDP process so that they can be

guided how to use their resources to address local needs. Horizontal alignment of plans will also avoid duplication of activities.

3.3.2. Public Participation in the IDP Process

3.3.2.1. Community Based Planning

A fundamental and statutory component of the IDP process is community engagement and the public participation. Participation in the integrated development planning process is only one of the several arenas of participatory interaction between local government and citizens. The municipality's approach in participatory interaction is based on its innovative ward based planning process or community based planning (CBP) process where all 27 wards engage in the confirmation of their development priorities for the financial year. CBP as a form of participation in the development of uMlalazi IDP is seen within the context that it must be people focused and empowering, led and owned by Ward Councillors and ward committee members, based on vision and strengths of the ward, and should be holistic and promote mutual accountability between elected public representatives, community and municipal administration. The CBP process will form part of the first round of consultations at ward level (Needs Assessment Phase).

3.3.2.2. IDP Representative Forum

The IDP Representative Forum is the structure which institutionalizes and guarantees representative participation in the IDP process. The selection of members to the IDP representative forum has to be based on criteria which ensure geographical and social representation. Essentially, all organisations, stakeholders or interest groups are represented form part of the Rep Forum.

3.3.2.3. IDP Roadshows

The municipality conducts annual IDP Roadshows during various milestones of the review process (needs analysis and draft phase). The municipality conducts roadshows in clusters and rotates host wards to ensure effective and equal participation.

Section 4: Organisational Arrangements

The IDP Manager should be a dedicated person that has the required experience and authority to involve all relevant role players; and will have the following responsibilities:

- Responsible for the completion of the IDP Process Plan
- Responsible for the day to day management of the IDP review process and the allocation of resources, time, people, thereby ensuring involvement of all different role-players, especially councillors and officials.
- To monitor the continuous participation of all role players,
- That the time-frames are adhered to,
- That the participatory, strategic, implementation oriented and sector planning requirements are compiled with,
- That information is gathered, collated and evaluated and properly documented,
- That the information obtained receives attention during the IDP process,
- To ensure that the IDP process is horizontally and vertically aligned and complies with national and provincial requirements,
- Responsible for the chairing of the IDP Steering Committee in absentia of the Municipal Manager,
- Ensuring that the MEC's comments are attended to and form part of the IDP review process,
- Compilation of the Draft and Final IDP document.

4.1. IDP/Budget/PMS Institutional and Management Arrangements.

The IDP Review and Budget formulation process will be guided and undertaken within the following organizational management mechanisms:

- Municipal Council is the final decision making body/approval of IDP and will continuously monitor progress of the development and implementation of its IDP;
- Councillors will be responsible for linking integrated development planning process to their constituencies/wards;
- IDP TSC/Management Committee (MANCO) chaired by the Municipal Manager to drive the administrative part of the process. Special MANCO will also be needed to devote to the IDP, with a standing item on the agenda;
- IDP Task Team chaired by the Manager IDP to undertake logistical arrangements in relation to the IDP
- Programme task teams including external stakeholders to revise the programmes;
- IDP Representative Forum/Mayor's Budget Roadshows (Conferences) to consult with stakeholders. The IDP RF is also required in terms of legislation to bring in external stakeholders at key decision points in the process, and who have a statutory right to be involved in the decision making process around the IDP.

4.1.1. IDP/Budget/PMS Technical Steering Committee (MANCO)

The IDP Steering Committee is a strategic and technical working team making technical decisions and inputs that must ensure a smooth planning, compilation and implementation of the IDP. The IDP Steering Committee has been operational since the inception of the IDP preparation process. The IDP Steering Committee and the Stakeholder Forum will be reconstituted for the preparation of the IDP process. As part of the IDP review and budget formulation process, the Steering Committee which supports the Municipal Manager's offices, IDP and the Budget Office.

The Composition of the IDP Technical Steering Committee is as follows;

Chairperson	: Municipal Manager / Manager IDP	
Secretariat	: Municipal Officials	
Members	: Municipal Manager	- Mr. R Mnguni
	: Chief Financial Officer	- Mr. Z Mhlongo
	: Dir. Corporate Services	- Mr. KB Zulu
	: Dir. Engineering Services	- Mrs. T. Kgadi
	: Dir. Community Services	- Mrs. B. Sithole
	: Dir. Planning & Economic Development	- Mr DH Zulu
	: Dep. Chief Financial Officer	- Mr. S. Mbuyazi
	: Snr. Manager: Legal Adviser	- Mr. X Mzobe
	: Snr. Manager Community Services	- Ms. F Mahaye
	: Snr. Manager Corporate Services	- Mrs. B Mkhwanazi
	: Snr Manager Engineering (Electr)	- Mr. JE Le Grange
	: Snr Manager Engineering (Civil)	- Mr. M Dlamini
	: Chief Fire Officer	- Mr. X Blose
	: Snr Manager SCM	- Mr. S Duma
	: Snr Manager Finance (Expenditure)	- Mr. K Mnguni
	: Snr Manager Finance (Income)	- Mr. K Nxumalo
	: Snr Manager Human Resources	- Mr. T Mthethwa
	: Manager Office of the Mayor	- Vacant
	: Manager Office of the Speaker	- Mr. S. Mhlongo
	: Manager Communications	- Mr. M Buthelezi
	: Manager Performance	- Mrs. P Chetty

: Manager Internal Audit	-	Mr. S Ngema	
: Manager: Budget and Reporting	-	Mr J Nhleko	
: Manager Social Services	-	Ms N Mahaye	-
: Manager Environmental Services	-	Mr. A Phiri	
: Manager ITC	-	Ms. Z. Fakude	
: Manager LED	-	Ms. K Mthiyane	
: Manager Housing	-	Mr. B Buthelezi	
: Manager IDP	-	Mr. S Khumalo	
: Superintendent Traffic	-	Mr S Mcithi	
: Senior TRP	-	Mr. M Ngubane	
: Senior BCO	-	Ms. P Ngema	

4.1.1.1. Terms of Reference for the IDP/Budget/PMS Technical Steering Committee

The terms of reference for the IDP and Budget Steering Committee are as follows:

The IDP TSC will perform the following functions:

- Commission activities necessary as may be required for the successful compilation of the IDP;
- Information sharing and strategic assimilation of departmental plans :
- Inputs from subcommittees;
- Inputs from provincial sector departments and support providers;
- Processes, summarise and document outputs.
- Makes content and technical recommendations;
- Prepare, facilitate and documents meetings;
- Facilitate control mechanisms regarding the effective and efficient implementation, monitoring and amendment of the IDP;
- Ensure coordination and integration of sectorial plans and projects; and
- Ensure that the municipal budget is in line with the IDP.
- Ensure IDP milestones are carried to completion by a responsible management structure.

The IDP Steering Committee has no decision-making powers, but act as an advisory body to the IDP Representative Forum and Council.

4.1.2. IDP Representative Forum Meeting

The IDP Representative Forum is the structure which institutionalizes and guarantees representative participation in the IDP process. The selection of members to the IDP representative forum has to be based on criteria which ensure geographical and social representation. Essentially, all organisations, stakeholders or interest groups are represented form part of the Rep Forum.

4.1.2.1. Composition of the IDP Representative Forum

The IDP Representative Forum will meet according to the action programme and as when there is a need. The composition of the IDP Representative Forum is as follows:

- The Chairperson** - The Mayor
- Secretariat** - IDP Manager
- Members:** - All Municipal Councillors (including Councillors who are members of the district council and relevant portfolio councillors).
- Traditional Councils;
 - Ward committee chairpersons;
 - War Room Chairpersons and Secretariat;

- Community Development Workers;
- Heads of departments/ senior officials; (MANCO)
- Stakeholder representatives of organised groups;
- Resources persons; and
- Community representatives (e.g. CPF)
- Parastatals and Service Providers;
- Neighbouring Municipalities and District Municipality Officials;
- Chamber of Businesses;
- Rate Payers Organisations;
- Farmers Associations;
- Sector Departments and
- Other Interest Groups.

4.1.2.2. Terms of Reference for the IDP Representative Forum:

- To monitor performance and implementation of the IDP,
- To ensure alignment takes place at the various levels,
- To represent the interest of the constituents in the IDP process,
- To provide input on new strategies and discuss changes to circumstances,
- To provide a forum and a mechanism for discussion, debate and agreement on development planning and progress on the IDP implementation,
- To ensure communication between all the stakeholders in the IDP process.

4.1.3. Traditional Leaders Forum

The Traditional Leaders Forum is a critical structure to ensure optimal participation of amaKhosi within the IDP preparation process. . AmaKhosi and traditional council members support with indigenous knowledge which help the municipality implement projects that meet specific needs of the a specific community. Traditional leaders, as custodians of the ITB land have direct influence on the allocation of people and business and thus the municipality needs to advise on development and traditional leaders advise on the social and traditional components of their communities as well as infrastructure needs

4.1.4. Terms of Reference for the Traditional Leaders Forum

- Provide indigenous knowledge with respect to TA area
- Advise of service delivery needs per Izigodi
- Work as a link between the community and Ward Councillors
- Assist in giving information with regard to land rights and possible available areas for future development

4.1.5. King Cetshwayo District Municipality IDP Steering Committee

KCDM has established a District IDP Steering Committee that will ensure co-ordination of the IDP Review processes of the district and the local municipalities. Membership of this committee includes all the Local Municipalities and the District's Municipal Managers, IDP Managers and Planners, representatives from the Department of Local Government and Traditional Affairs and targeted service providers within KCDM. The KCDM IDP Manager has been designated the chair the Committee / Forum.

4.1.5.1. Terms of Reference of the King Cetshwayo District Municipality IDP Steering Committee:

- To ensure horizontal and vertical alignment between Local Municipalities and the District Municipality,
- To co-ordinate the overall IDP process in terms of the agreed framework,
- To monitor the IDP reviews programmes and decide on amendments (if necessary).
- To act as “clearing house” for issues that arises during IDP review process, and a forum for sharing information and experience.

4.1.6. Ward Based Planning Forum/Ward Committee Members

4.1.6.1. Composition and Functions of the Ward Based Planning Forum

The forum consists of Ward Committee Members who participate also in the IDP representative forum to do the following;

- Inform interest groups, communities and organisations about relevant planning activities and their outcomes;
- Analyse issues, determine priorities, negotiate and reach consensus;
- Participate in the designing of project proposals and/ or the evaluation thereof ;
- Discuss and comment on the draft IDP;
- Ensure that annual operational business plans and budgets are based on and linked to the IDP; and
- monitor the implementation performance of the ward based plans
- Conducting meetings or workshops with groups, communities or organisations to prepare and follow up on relevant planning
- Provide inputs related to various planning steps
- Summarising /processing inputs from the participating process
- Providing technical ,sector related expertise & information

4.2. Allocations of Roles and Responsibilities

The involvement and participation of the following role-players will be crucial to the accomplishment of a participatory review process:

Table 1: Roles and Responsibilities.

ROLE PLAYER	ROLES AND RESPONSIBILITIES
uMlalazi Municipality Executive Committee & Council	uMlalazi Municipal Council is responsible for the following: Adoption of the IDP Process Plan Adoption and approval of the reviewed IDP, Amendment of the IDP in accordance with the comments by sector departments and MEC, Approval of the various review phases, Ensuring that the IDP is linked to the PMS and Municipal Budget
The Municipal Manager / Manager IDP/DP	The MM / Manager IDP are assigned the following responsibilities: Management and Co-ordination of the IDP process Ensure that there's vertical and horizontal alignment, Ensuring all stakeholders are informed of the process and their involvement, Create a conducive environment for public participation, The compilation of the Draft IDP as well as the Final IDP document

IDP Steering Committee	The IDP Steering Committee is assigned the following responsibilities: Ensuring the gathering and collating of information while the IDP implementation is proceeding, Support the Manager IDP in the management and co-ordination of the IDP, Discussion of input and information for the IDP review, Ensuring the monitoring and evaluation of the gathered information, attending to MEC's comments
IDP Representative Forum	The IDP Representative Forum is assigned the following responsibilities: Recommend reports for approval / adoption, Representing interests of the constituents, Present a forum for communication and participation for all stakeholders, Monitoring the IDP review process
King Cetshwayo District Municipality IDP Steering Committee	The KCDM forms a district-wide IDP Steering Committee for the purpose of alignment with all the local municipalities within the district:
Budget Steering Committee	The Mayor of the municipality shall establish a Budget Steering Committee as required by Regulation 4 of the Regulations. The function of the Budget steering Committee is to provide technical assistance to the Mayor in discharging the responsibilities set out in Section 53 and elsewhere in the Municipal Finance Management Act 2003 (Act 56 of 2003).
Municipal Officials	The municipal officials are responsible for the implementation of the IDP and in the process gather information on any changes in the circumstances. They have to provide budgetary information and any information on the performance evaluation. They provide technical expertise during the planning process. Municipal Officials also interact with the Ward Councillors and Ward Committees and provide guidance and advice that is crucial during the IDP process.
Ward Committees	The Ward Committees have a crucial role of identifying the needs and service delivery gaps in the community and report to the Ward Councillor.
Sector Departments <ul style="list-style-type: none"> ● Department of Transport ● Department of Public Works ● Department of Agriculture and Rural Development ● Departments of Education ● Department of Human Settlements ● Department of Health ● Department of COGTA ● SAPS/IEC/SASSA ● Dept Social Dev ● ESKOM 	The Sector Departments have the following responsibilities: Assist in the IDP formulation and review process, Provide budget information and sector plans, Provide data and information, Ensure programme and project alignment between the municipality and province Ensure budgetary alignment between provincial programmes and projects and the municipality's IDP.

• DWA	
Ward Councillors	Ward Councillors are an important link between the municipality and the constituents. They are the first to know of any community needs or service delivery gaps. The Councillors will be responsible for forwarding this information to the municipal officials. They are also responsible for organizing community meetings and ensuring maximum participation of residents in the IDP review process
Traditional Councils	The Traditional Councils will work as a link between the community and Ward Councillors and matters of service delivery and needs of the people. Assist in giving information with regard to land rights and possible available areas for future development

Section 5: Mechanisms for Public Participation

5.2. Context of Public Participation

In terms of Chapter 4 of the Municipal Systems Act, Act 32 of 2000, a municipality must encourage and create conditions for the local community to participate in the affairs of the municipality, including in the preparation, implementation and review of its Integrated Development Plan. In this context, the municipality has committed to a participatory process of IDP review whereby the community will play a meaningful role.

5.3. Mechanisms for Public Participation

1. **IDP Representative Forum** - This forum should represent all stakeholders and be as inclusive as possible and it must meet as the action programme.
2. **Media** - Local newspapers circulating within the municipal area of jurisdiction will be used to inform on progress and issuing public notices on the IDP processes. The local / community Radio Stations should also be utilised for publicity purposes. The municipality also issues quarterly newsletters which keep communities abreast as to the progress made in terms of service delivery.
3. **Tribal Authorities** - The uMlalazi Municipality has created strong bonds with the traditional leadership who play an important role in promoting development in the municipal area, more especially in rural areas. Selected traditional leaders form part of the Municipal Council and hence form part of all the critical decision making taken at Council level. The Traditional Leaders Forum is therefore a critical structure to ensure optimal participation of AmaKhosi within the IDP preparation process. Such Meetings must also be attended by the Municipal Mayor, nominated Councillors and relevant Municipal officials.
4. **Ward Committees and Community Development Workers** - As formal structures established in terms of the Municipal Structures Act, the Ward Committees and Ward Councillors will be used as a link between the municipality and communities, to obtain information on any other information on progress on the IDP implementation. Ward Committees will be requested to nominate two representatives each. These will be expected to relay the needs of the communities of the wards they represent. CDWs are custodians of community development at ward level and they participate and champion OSS War Rooms. CDWs will also form an integral form of the CBP process and the development of ward based plans.
5. **Municipal Notice Boards/Website** - The municipal notice boards will be used to inform stakeholders of crucial meetings.

6. **Road Shows** - The Umlalazi Municipal IDP process for 2020/2021 will align with the KCDM IDP process as far as the roadshows are concerned in order to eliminate duplication. The first round of roadshows that are carried out by the municipality are a needs analysis exercise. The second round of roadshows are undertaken during the public comment period where the draft IDP & Budget is presented and comments thereon discussed.

Section 6: Key Activities

6.1. Key Activities

Below are a summary of the key activities to take place in terms of the IDP, Budget and PMS for the 2020/21 IDP Process. The IDP, Budget and Performance Management processes must be seamlessly integrated. IDP fulfils the planning stage of Performance Management. Performance Management in turn, fulfils the implementation management, monitoring and evaluation of the Integrated Development Plan. The performance of an organization is integrally linked to that of staff. If employees do not perform the organization will not achieve its intended objectives. It is therefore important to manage both at the same time.

	DRAFT 2020/21 IDP/BUDGET AND PMS PROCESS PLAN				
	PHASE 1 - PREPARATORY PHASE: (INFORMATION GATHERING AND SITUATIONAL ANALYSIS)				
MONTH	ACTIVITIES				
	IDP	PMS	BUDGET		
JULY 2019	<ul style="list-style-type: none"> Preparation of the Draft IDP / Budget and PMS Process Plan. Tabling of the Draft Process Plan to MANCO Engagement with Budget Office and PMS for alignment purposes. Prepare Departmental Business/Sectorial Plans for the 2019/2020 financial year. Submission of Draft Process Plan to COGTA for Comments Invitation for nominations of IDP Stakeholder's Forum members. MEC Panel assess adopted IDPs, populate Templates, score IDPs and draft paragraphs IDP Coordination finalise letters, assemble Templates and formulate Report 	<ul style="list-style-type: none"> Signing of new performance contracts for Section 54/56 Managers Roll out of the SDBIP for 2019/20 2018/2019 Final S57 Managers' Performance Assessments. Preparation of s46 Reports by various HOD's. 	Mayor and Council	Administration - Municipality and Entity	Budget Review Activities
			<ul style="list-style-type: none"> Mayor begins planning for next three-year budget in accordance with co-ordination role of budget process MFMA s 53 Planning includes review of the previous year's budget process and completion of the Budget Evaluation Checklist 	<ul style="list-style-type: none"> Accounting officers and senior officials of municipality and entities begin planning for next three-year budget MFMA s 68, 77 Accounting officers and senior officials of Municipality and entities review options and contracts for service delivery MSA s 76-81 	<ul style="list-style-type: none"> Approve and announce new budget schedule and set up committees and forums. Consultation on performance and changing needs.

	DRAFT 2020/21 IDP/BUDGET AND PMS PROCESS PLAN				
	PHASE 1 - PREPARATORY PHASE: (INFORMATION GATHERING AND SITUATIONAL ANALYSIS)				
MONTH	ACTIVITIES				
	IDP	PMS	BUDGET		
AUG 2019	<ul style="list-style-type: none"> ▪ COGTA finalise comments on Draft Framework and Process Plans ▪ Review Comments of the Draft Process Plan from MEC ▪ Self-assessment to identify gaps in the IDP process with internal departments. ▪ Facilitate the review and development of new sector plans into the IDP; (SDF Review, NDP, INVESTRAT, AGRIC PLAN, TOURISM PLAN) ▪ IDP Steering Committee Meeting. ▪ Table the Process Plan to the Executive Committee to recommend for Council adoption ▪ Incorporation of Gov Policies into IDP (RET, Operation Phakisa) ▪ Council to adopt Process Plan and advertise on Local Newspapers (MFMA Ch4 S21) ▪ Councillor/Ward Committee Workshop on WBPs 	<ul style="list-style-type: none"> ▪ Submission of Q4 SDBIP Reports (for last quarter of MPPR Reg. 14 ▪ Submission of the Annual Performance Reports prepared in terms of s46 of MSA 2000 to Council ▪ Submission of s46 Report to AG ▪ Quarterly Audit Committee meeting (for the last quarter) MFMA Sect 166 & MPPR Reg. 14(3)(a) ▪ Submission to Council on August 2019 (Section 69 of the MFMA and Section 57 of the MSA). 	<ul style="list-style-type: none"> ▪ Mayor tables in Council a time schedule outlining key deadlines for: preparing, tabling and approving the budget; reviewing the IDP (as per s 34 of MSA) and budget related policies and consultation processes at least 10 months before the start of the budget year. MFMA s 21,22, 23; MSA s 34, Chapter 4 as amended ▪ Mayor establishes committees and consultation forums for the budget process 	<ul style="list-style-type: none"> ▪ Accounting Officer to submit AFS to Auditor-General [Due by 31 August, MFMA Sec 126(1)(a)] 	<ul style="list-style-type: none"> ▪ Consultation on performance and changing needs. ▪ Review performance and financial position. ▪ Review external mechanisms. ▪ Start Planning for next three years.

	DRAFT 2020/21 IDP/BUDGET AND PMS PROCESS PLAN				
	PHASE 1 - PREPARATORY PHASE: (INFORMATION GATHERING AND SITUATIONAL ANALYSIS)				
MONTH	ACTIVITIES				
	IDP	PMS	BUDGET		
PHASE 2 – STRATEGY FORMULATION					
SEPT 2019	<ul style="list-style-type: none"> Submit Process Plan to MEC for COGTA IDP Technical Steering Committee Integration of information from adopted Sector Plans into the IDP Review document. Review of KPAs Planners Forum Sector Plans Review (SDF, NDP, INVESTSTRAT, AGRIC PLAN, TOURISM PLAN) IDP Indaba Full Council 	<ul style="list-style-type: none"> Auditor General audit of performance measures Reminders to HOD's to submit their Q1 SDBIP Reports in terms of s41 MSA 	<ul style="list-style-type: none"> Council through the IDP review process determines strategic objectives for service delivery and development for next three-year budgets including review of provincial and national government sector and strategic plans 	<ul style="list-style-type: none"> Budget offices of municipality and entities determine revenue projections and proposed rate and service charges and drafts initial allocations to functions and departments for the next financial year after taking into account strategic objectives 	<ul style="list-style-type: none"> Update policies, priorities and objectives. Determine revenue projections and policies.

	DRAFT 2020/21 IDP/BUDGET AND PMS PROCESS PLAN				
	PHASE 1 - PREPARATORY PHASE: (INFORMATION GATHERING AND SITUATIONAL ANALYSIS)				
MONTH	ACTIVITIES				
	IDP	PMS	BUDGET		
				<ul style="list-style-type: none"> Engages with Provincial and National sector departments on sector specific programmes for alignment with municipalities plans (schools, libraries, clinics, water, electricity, roads, etc.) 	
OCT 2019	<ul style="list-style-type: none"> MEC Panels Assessment of IDP Strategic Planning Session Updating and review of the strategic elements of the IDP in line with the Strat Plan Resolutions. Review of KPAs Identification of IDP Priority Projects IDP Steering Committee Meeting. PED Portfolio Committee First Round of IDP Roadshows 	<ul style="list-style-type: none"> Submission of Q1 Reports by HOD's Q1 Reports tabled to Council (for first quarter) MPPR Reg. 14 Sect 54/56 Managers' quarterly informal assessments. 		<ul style="list-style-type: none"> Accounting officer does initial review of national policies and budget plans and potential price increases of bulk resources with function and department officials MFMA s 35, 36, 42; MTBPS Budget office issues blank Operating and capital budget to Mayor and Senior 	<ul style="list-style-type: none"> Determine revenue projections and policies. Engagement with sector departments, share and evaluate plans, national policies, MTBPS. Draft initial allocations to functions. Draft initial changes to IDP.

	DRAFT 2020/21 IDP/BUDGET AND PMS PROCESS PLAN				
	PHASE 1 - PREPARATORY PHASE: (INFORMATION GATHERING AND SITUATIONAL ANALYSIS)				
MONTH	ACTIVITIES				
	IDP	PMS	BUDGET		
				Managers to be used as working documents.	
PHASE 3 – FEEDBACK AND ANALYSIS					
NOV 2019	<ul style="list-style-type: none"> Municipal Strategies, Objectives, KPA's, KPI's and targets. Project alignment between the DM and LM's and Sector Departments. IDP Alignment and adopted IDP assessment feedback sessions: IDP Representative Forum (IDP, SDF, LED, AGRIC, TOURISM PLAN Progress) First Round of IDP Roadshows World Planning Day 	<ul style="list-style-type: none"> Quarterly Audit Committee meeting (for the first quarter of 18/19) MFMA Sect 166 & MPPR Reg. 14(3)(a) Compile annual report for 18/19 (MFMA Sect 121 		<ul style="list-style-type: none"> Accounting officer reviews and drafts initial changes to IDP MSA s 34 Auditor-General to return audit report [Due by 30 November, MFMA 126(4)] Submission of the draft 5 year capital programme according to the Council's strategic objectives, as set out in the Integrated Develop Plan. Submission of the draft operating estimates for the 	<ul style="list-style-type: none"> Draft initial changes to IDP. Consolidation of budgets and plans. Exco determines strategic choices for next three years.

	DRAFT 2020/21 IDP/BUDGET AND PMS PROCESS PLAN				
	PHASE 1 - PREPARATORY PHASE: (INFORMATION GATHERING AND SITUATIONAL ANALYSIS)				
MONTH	ACTIVITIES				
	IDP	PMS	BUDGET		
				<p>2020/2021 multi-year budget, analysed according to activities aligned to the Council's strategic objectives, as set in the Integrated Development Plan.</p> <ul style="list-style-type: none"> Directors to submit business plans for their department's Equitable Share grant allocations spending for the 2020/2021 budget year. 	
DEC 2019	<ul style="list-style-type: none"> Department of COGTA to comment on the reviewed Municipal Strategies, Objectives, KPA's, KPI's and targets. Planners Forum IDP Alignment Meetings: Project alignment between the DM and LM's. Planning and Economic Development Portfolio Committee 	<ul style="list-style-type: none"> Compile annual report for 18/19 (MFMA Sect 121) Reminder to HOD's to submit their Q2 SDBIP Reports in terms of s41 MSA. Evaluation Panel Audit Committee meeting (for evaluation of Sect 57 Managers final assessments) MPPR Reg. 14(3)(b) 	<ul style="list-style-type: none"> Council finalises tariff (rates and service charges) policies for next financial year MSA s 74, 75 	<ul style="list-style-type: none"> Accounting officer and senior officials consolidate and prepare proposed budget and plans for next financial year taking into account previous year's performance as per audited 	<ul style="list-style-type: none"> Executive determines strategic choices for next three years. Finalise tariff policies.

	DRAFT 2020/21 IDP/BUDGET AND PMS PROCESS PLAN				
	PHASE 1 - PREPARATORY PHASE: (INFORMATION GATHERING AND SITUATIONAL ANALYSIS)				
MONTH	ACTIVITIES				
	IDP	PMS	BUDGET		
	<ul style="list-style-type: none"> Identification of priority IDP projects and alignment with Sector Departments. Full Council 			financial statements	
PHASE 4 – DRAFT IDP					
JAN 2020	<ul style="list-style-type: none"> Municipal Strategies, Objectives, KPA's, KPI's and targets. Identification of priority IDP projects. IDP Steering Committee Meeting Full Council Review of KPAs 	<ul style="list-style-type: none"> Submission of Q2 Reports by HOD's Q2 Reports tabled to Council. MPPR Reg. 14 Mayor tables Annual Report for 18/19 [MFMA Sect 127(2)] Municipal Manager submits Midyear Report to the Mayor (in terms s72 MFMA) Midterm/Midyear Report is published in the Local Newspapers Submit Annual Report to AG, Provincial & DLGTA (MFMA Sect 127) 	<ul style="list-style-type: none"> Entity board of directors must approve and submit proposed budget and plans for next three-year budgets to parent municipality at least 150 days before the start of the budget year MFMA s 87(1) 	<ul style="list-style-type: none"> Accounting officer reviews proposed national and provincial allocations to municipality for incorporation into the draft budget for tabling. (Proposed national and provincial allocations for three years must be available by 20 January) MFMA s 36 Submit the Mid-year budget and performance assessment to council before 25 January 2020. 	<ul style="list-style-type: none"> Prepare detailed budgets and plans for the next three years.

	DRAFT 2020/21 IDP/BUDGET AND PMS PROCESS PLAN				
	PHASE 1 - PREPARATORY PHASE: (INFORMATION GATHERING AND SITUATIONAL ANALYSIS)				
MONTH	ACTIVITIES				
	IDP	PMS	BUDGET		
				MFMA s72	
FEB 2020	<ul style="list-style-type: none"> Continuous Review of Municipal Strategies, Objectives, KPA's, KPI's and targets. Identification of priority IDP projects. IDP Steering Committee Meeting: Prep for March Draft IDP Roadshows Alignment meetings Finalize draft document for public comments. 	<ul style="list-style-type: none"> Adjustment of Project Implementation Report (MPPR Reg. 15) Quarterly Audit Committee meeting (MFMA Sect 166 & MPPR Reg. 14(3)(a)) Sect 54/56 Managers' formal mid-year assessments. MPAC Roadshows for annual report (MFMA Sect 127 & MSA Sect 21a)] 	<ul style="list-style-type: none"> Council considers municipal entity proposed budget and service delivery plan and accepts or makes recommendations to the entity MFMA s 87(2) 	<ul style="list-style-type: none"> Accounting officer finalises and submits to Mayor proposed budgets and plans for next three-year budgets taking into account the recent mid-year review and any corrective measures proposed as part of the oversight report for the previous years audited financial statements and annual report 	<ul style="list-style-type: none"> Prepare detailed budgets and plans for the next three years. EXCO adopts budget and plans and changes to IDP.
PHASE 5: ASSESSMENT FEEDBACK ON THE DRAFT IDP AND BUDGET					
MARCH 2020	<ul style="list-style-type: none"> Finalization of Municipal Strategies, Objectives, KPA's, KPI's and targets. IDP Steering Committee Meeting PED Portfolio Committee IDP Stakeholders Representative Forum 	<ul style="list-style-type: none"> Council to consider and adopt an oversight report [Due by 30 March MFMA Sec 129(1)] Publicise Oversight Report and MPAC Report Draft SDBIP's for 2020/21 developed and for 	<ul style="list-style-type: none"> Entity board of directors considers recommendations of parent municipality and submit revised budget by 22nd of month MFMA s 87(2) 	<ul style="list-style-type: none"> Accounting officer publishes tabled budget, plans, and proposed revisions to IDP, invites local community comment and submits to NT, PT 	<ul style="list-style-type: none"> Mayor tables budget, resolutions, plans and changes to IDP at least 90 days before the start of the financial year.

	DRAFT 2020/21 IDP/BUDGET AND PMS PROCESS PLAN				
	PHASE 1 - PREPARATORY PHASE: (INFORMATION GATHERING AND SITUATIONAL ANALYSIS)				
MONTH	ACTIVITIES				
	IDP	PMS	BUDGET		
	<ul style="list-style-type: none"> Publicise Draft IDP and Budget (Invite Local Community to make written comments in respect of the IDP and Budget) (21 days for advertising) Conclusion of Sector Plans (if any) initiated for the 2020/21 financial year and integration into the IDP Review report. Full Council Adoption of Draft 2020/21 IDP and Budget Review 	<ul style="list-style-type: none"> incorporation into draft IDP 2020/21 Reminder to be sent to HOD's to submit their Q3 SDBIP Reports in terms of s41 MSA Set performance objectives for revenue for each budget vote (MFMA Sect 17) 	<ul style="list-style-type: none"> Mayor tables municipality budget, budgets of entities, resolutions, plans, and proposed revisions to IDP at least 90 days before start of budget year MFMA s 16, 22, 23, 87; MSA s 34 	<ul style="list-style-type: none"> and others as prescribed MFMA s 22 & 37; MSA Ch 4 as amended Accounting officer reviews any changes in prices for bulk resources as communicated by 15 March MFMA s 42 Submit the adjustments budget to council before 28 February 2020. MFMA s 28 	
APR 2020	<ul style="list-style-type: none"> Review MEC comments in respect of the Budget and IDP Conclusion of Sector Plans initiated for the 2020/21 financial year and integration into the IDP Review report. IDP Steering Committee Meeting First Round of IDP Roadshows 	<ul style="list-style-type: none"> Refinement of Municipal Strategies, Objectives, KPA's, KPI's and targets and inclusion into 2020/21 IDP report. Sect 54/56 Managers' informal assessments Submit Oversight Report to Provincial 	<ul style="list-style-type: none"> MFMA s 21 	<ul style="list-style-type: none"> Accounting officer assists the Mayor in revising budget documentation in accordance with consultative processes and taking into account the results from 	<ul style="list-style-type: none"> Budget Roadshows on the Budget, Council Debate on Budget and Plans.

	DRAFT 2020/21 IDP/BUDGET AND PMS PROCESS PLAN				
	PHASE 1 - PREPARATORY PHASE: (INFORMATION GATHERING AND SITUATIONAL ANALYSIS)				
MONTH	ACTIVITIES				
	IDP	PMS	BUDGET		
		Legislature/MEC Local Government [Due by April end MFMA Sec 132(2)] <ul style="list-style-type: none"> Review annual organisational performance targets (MPPR Reg 11) 		the third quarterly review of the current year	
MAY 2020	<ul style="list-style-type: none"> First Round of IDP Roadshows Workshop Councillors on the 2020/21 IDP Review. Finalise KPAs 	<ul style="list-style-type: none"> Q3 Reports tabled to Council MPPR Reg. 14 Community input into organisation KPIs and targets 	<ul style="list-style-type: none"> Council to consider approval of budget and plans at least 30 days before start of budget year. MFMA s 23, 24; MSA Chapter 4 as amended Entity board of directors to approve the budget of the entity not later than 30 days before the start of the financial year, taking into account any hearings or recommendations of the council of the parent municipality MFMA s 87 	<ul style="list-style-type: none"> Accounting officer assists the Mayor in preparing the final budget documentation for consideration for approval at least 30 days before the start of the budget year taking into account consultative processes and any other new information of a material nature 	
JUNE 2020	<ul style="list-style-type: none"> Submission of the Final 2019/20 IDP and SDF Review to MEC of KZN COGTA 	<ul style="list-style-type: none"> Reminder to be sent to HOD's to submit their Q4 	<ul style="list-style-type: none"> Council must approve annual budget by resolution, setting 	<ul style="list-style-type: none"> Accounting officer submits to the mayor no later 	<ul style="list-style-type: none"> Publish budget and plans.

	DRAFT 2020/21 IDP/BUDGET AND PMS PROCESS PLAN				
	PHASE 1 - PREPARATORY PHASE: (INFORMATION GATHERING AND SITUATIONAL ANALYSIS)				
MONTH	ACTIVITIES				
	IDP	PMS	BUDGET		
		SDBIP Reports in terms of s41 MSA	<p>taxes and tariffs, approving changes to IDP and budget related policies, approving measurable performance objectives for revenue by source and expenditure by vote before start of budget year MFMA s 16, 24, 26, 53</p> <p>Mayor must approve SDBIP within 28 days after approval of the budget and ensure that annual performance contracts are concluded in accordance with sect 57(2) of the MSA. Mayor to ensure that the annual performance agreements are linked to the measurable performance objectives approved</p>	<p>than 14 days after approval of the budget a draft of the SDBIP and annual performance agreements required by s 57(1)(b) of the MSA. MFMA s 69; MSA s 57</p> <p>▪ Accounting officers of municipality and entities publishes adopted budget and plans MFMA s 75, 87</p>	<p>▪ Finalise performance contracts and delegation.</p> <p>▪ Council adopts budget, resolutions, capital implementation plans, objectives and changes in IDP.</p>

	DRAFT 2020/21 IDP/BUDGET AND PMS PROCESS PLAN				
	PHASE 1 - PREPARATORY PHASE: (INFORMATION GATHERING AND SITUATIONAL ANALYSIS)				
MONTH	ACTIVITIES				
	IDP	PMS	BUDGET		
			<p>with the budget and SDBIP. The mayor submits the approved SDBIP and performance agreements to council, MEC for local government and makes public within 14 days after approval.</p> <ul style="list-style-type: none"> ▪ MFMA s 53; MSA s 38-45, 57(2) ▪ Council must finalise a system of delegations. ▪ MFMA s 59, 79, 82; MSA s 59-65 		

Table 2: IDP, PMS and Budget Process Plan

2019/2020 IDP/BUDGET AND PMS PROCESS PLAN PROGRAMME	
TARGET DATE	IDP PROCESS PLAN – OBJECTIVE / ACTION
	FIRST QUARTER
	JULY
1	IDP Review Process Initiation
11	Consolidate Budget and PMS Processes
15	Table the Draft Process Plan to MANCO for approval to be advertised
18	Advertise Draft for public comments
22	MEC Panel assess adopted IDPs, populate Templates, score IDPs and draft paragraphs
25	Financial Services Portfolio Committee
31	Submit Draft Process Plan to COGTA for comments
31	Roll out of 2019/20 SDBIP
31	Signing of Performance Agreements for Section 54/56
	AUGUST
1	Inception of the development and review of departmental sector plans (SDF, NDP, INVESTSRAT, AGRIC PLAN, TOURISM PLAN)
1	PED Portfolio Committee: Recommends to Council to adopt Final Process Plan
2	IDP Coordination finalise letters, assemble Templates and formulate Report
5	IDP Technical Steering Committee Meeting (Rep Forum Nomination Process)
7	Exco meeting : Recommendation to Council the adoption of the final Process Plan
12	Submission of performance agreements for 2019/2020 to COGTA
16	District Economic Forum
28	Special Council: Adoption of Final Process Plan, Draft APR and Draft AR
29	Advertise the adoption final process plan on local newspapers
29	Financial Services Portfolio Committee
31	Submission of AFS, Annual Report and APR to AG
31	Receive Comment from MEC on the 2018/19 IDP
	Incorporation of Gov. Policies into IDP (RET, Operation Phakisa)
TBC	Workshop for Ward Councillors: Implementation of WBPs
	SEPTEMBER
2	Submit Final Process Plan to COGTA
2	AG to commence audit of performance measures
4	Technical Infrastructure Forum
9	MANCO/IDP Steering committee Meeting: Discussion on Strat Plan
12	Tabling of annual report to MPAC
16	Planners Forum
20	IDP Indaba 2019/20
25	Council Meeting
26	Financial Services Portfolio Committee
27	PMS 4 th Quarter Reporting
27	Reminder to HODs to submit Q1 SDBIP

30	Deadline for submission of Process Plans to MEC for CoGTA
TBC	MEC Panel IDP Assessment Feedback
	Review of KPAs
	SECOND QUARTER
	OCTOBER
1	Submission of Quarter 1 Reports to Council
03	Planning & Development Committee Portfolio Meeting
07	IDP Technical Steering Committee (Strat Plan Preps)
23	Strategic Planning Session (IDP:MEC Comments and Responses by MANCO)
24	Strategic Planning Session (Strategy Review and Project Prioritization)
25	Strategic Planning Session (Close Out & Summary of Strat Plan)
31	Finalizations of Performance assessments 2018/2019
31	Section 54/56 Manager Q1 informal assessments
31	Financial Services Portfolio Committee
	Commence with KPA/ Strategies Review as per Strat Plan
	District Family vision and Objectives
TBC	First Round of Roadshows: KCDM and MLM IDP Roadshows
	NOVEMBER
	New statistics and social trends analysis
	Identification of priority IDP projects.
	Procurements for October/November Roadshows
4-7	Municipal Key Performance Areas Departmental Visits
8	District Economic Forum
8	World Planning Day
13	District IDP Feedback Sessions: Alignment Meetings
15	Planners Forum
25	Tabling of Audit report to Management Committee by AG
22	IDP Best Practice Conference
28	Financial Services Portfolio Committee
29	Receive signed MEC Letters
TBC	Municipal Key Performance Areas Departmental Visits
TBC	First Round of Roadshows: KCDM and MLM IDP Roadshows
TBC	Audit and Performance Audit Committee Meeting
	IDP Stakeholders Representative forum
	DECEMBER
	Municipal Strategies, Objectives, KPA's, KPI's and targets.
4	Technical Infrastructure Forum
10	Tabling of report to MPAC
11	Planners Forum
12	Council Meeting
13	PMS 1 nd Quarter Reporting : Draft Implementation Plan
14	Council Recess
TBC	Evaluation Panel Assessment for S 54/56 Manager

	THIRD QUARTER
	JANUARY
13	IDP Steering Committee Meeting (MANCO)
13	Submission of Q2 Reports by HODs
23	Tabling of Mid-term Budget/ performance report for 2019/2020 Financial year. Tabling of the Final Annual report to Council
31	Submit AR to AG to MEC for CoGTA and PT
31	Advertise AR for Public Participation
	Alignment Meetings: Strategies and Projects
	FEBRUARY
04	MPAC public participation of AR
07	COGTA IDP Stakeholders Meeting (On the 2020/21 Reviewed IDP Process)
11	S 54/56 Managers Formal Assessments
25	District Economic Forum
27	Financial Services Portfolio Committee
	Working Committee: Sector Department, Private Sector and KCDM Projects Consolidation
	Finalizing of Sector Plans initiated and integration into the Draft IDP Review report.
	Meeting with COGTA, Sector Departments and Municipality of the Drafting of IDP and Assessments
	Preparations: Procurement for March Roadshows
TBC	Budget Steering Committee Strategic Session: Budget Allocation
TBC	Special Council Meeting: Submission of Adjusted IP and SDBIP to Council
	MARCH
	Prepare final draft basic PMS (include Targets, Time Frames) & finalize draft IDP
5	Planning & Development Portfolio Committee Meeting
	Budget Steering Committee
12	Tabling of report to MPAC
13	Technical Infrastructure Forum
24	Council Meeting: Table Draft 2020/2021 IDP and Budget Review and Sector Plans
24	Tabling of oversight report for 2018/2019 to Council
26	Financial Services Portfolio Committee
31	Submit Draft Reviewed IDP and Budget to COGTA
31	PMS 2 nd Quarter Report
31	Deadline for Advertisement and Dissemination of Draft IDP Documents (21 Days)
TBC	Working Committee: Preparations/Procurement for Roadshows
	FOURTH QUARTER
	APRIL
21	Finalized Comment period (21 days) ends
	Review MEC Comments on the Draft IDP
	Second Round of Roadshows: KCDM and LM Draft IDP & Budget Roadshows
	District Decentralized IDP Self-Assessment Sessions
	MAY

	Second Round of Roadshows
	Exco meeting : Deliberation on the draft and Commendation to Council
7	Planning & Development Portfolio Meeting
8	Planners Forum
25	District Economic Forum
28	Financial Services Portfolio Committee
TBC	Budget Steering Committee
TBC	Special Council Adoption of Final Budget (at least 30 days before start of budget year)
	Assess & incorporate public/MEC comments – Adjust the draft municipal IDP where necessary
	IDP Stakeholder's Representative forum
	JUNE
11	MPAC
23	Council : Adoption of Final 2020/2021 IDP Review
23	Approval of SDBIP for 2020/2021
25	Technical Infrastructure Forum
26	Publish adopted Budget and IDP
30	PMS 3 th Quarter Reporting

Table 3: IDP Process Plan Calendar

6.1.1. Spatial Development Framework

The uMlalazi Municipality is undertaking a basic review of the Spatial Development Framework within the financial year 2019/20. The final SDF will be adopted in December 2019. The SDF will be cascaded to Nodal Development Plans for the development of the rural and semi urban nodes.

6.1.2. Wall to Wall Town Planning Scheme

The uMlalazi Municipality has adopted a Wall to Wall Scheme for the entire jurisdiction of the municipality. The Town Planning Scheme is a land use management tool that categorically guides any development of land. The aim of the scheme is to provide for a clear developmental and regulatory land management. The scheme will be used as well to assist the TA to make informed decisions with regards to land tenure and allocation of tribal land.

6.1.3. Cost Implications

The 2020/21 Integrated Development Plan will be undertaken in-house. The following funds will be sourced internally for the implementation of the process plan for the IDP/Budget and PMS.-

MSCOA FUNCTION	VOTE NUMBER	AMOUNT
WARD BASED PLANS (Contracted services – Consultants and Professional Services)	013102001644	R100 000.00
IDP ROADSHOWS (Transport)	013102000684	R100 000.00
IDP ROADSHOWS (Contracted Services: Stage and Sound Crew)	013102000671	R70 000.00
IDP ROADSHOWS (Contracted Services: Catering Services)	013102000670	R160 000.00
IDP ROADSHOWS (Hire Charges)	013102000685	R70 000.00
Strategic Planning Session		R 300 000.00

TOTAL	R 800 000.00
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Table 4: Cost Implications Breakdown