

**2018/19 IDP REVIEW, BUDGET AND PMS FRAMEWORK PLAN**

**31 JULY 2017**

<b>1.</b>	<b>INTRODUCTION</b>	<b>5</b>
<b>2.</b>	<b>FRAMEWORK PLAN</b>	<b>5</b>
<b>3.</b>	<b>KEY MATTERS OF THE IDP ALIGNMENT</b>	<b>6</b>
<b>4.</b>	<b>DM / LM CONSULTATION AND PROCEDURES</b>	<b>8</b>
<b>5.</b>	<b>LOCAL MUNICIPALITIES – IDP STEERING COMMITTEE AND REPRESENTATIVE FORUM MEETINGS</b>	<b>12</b>
<b>6.</b>	<b>ALIGNMENT MECHANISMS</b>	<b>15</b>

## Acronyms and Abbreviations

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<b>AG</b>	Auditor General
<b>DAEA</b>	Department of Agriculture and Environmental Affairs
<b>EDTEA</b>	Department of Economic Development, Tourism and Environmental Affairs
<b>DRDLR</b>	Department of Rural Development and Land Reform
<b>COGTA</b>	Department of Co-operative Governance and Traditional Affairs
<b>DCOGTA</b>	National Department of Co-operative Governance and Traditional Affairs
<b>DM</b>	District Municipality
<b>LM</b>	Local Municipality
<b>DWS</b>	Department of Water and Sanitation
<b>EIA</b>	Environmental Impact Assessment
<b>EMF</b>	Environmental Management Framework

<b>EMP</b>	Environmental Management Plan
<b>EPWP</b>	Expanded Public Works Programme
<b>FBS</b>	Free Basic Services
<b>HH</b>	Households
<b>IDP</b>	Integrated Development Plan
<b>IGR</b>	Inter Governmental Relations
<b>ISRDP</b>	Integrated Sustainable Rural Development Programme
<b>IWMP</b>	Integrated Waste Management Plan
<b>LED</b>	Local Economic Development
<b>NDP</b>	National Development Plan
<b>PGDS</b>	Provincial Growth and Development Strategy
<b>PGDP</b>	Provincial Growth and Development Plan
<b>DGDP</b>	District Growth and Development Plan

<b>PMS</b>	Performance Management System
<b>SDBIP</b>	Service Delivery and Budget Implementation Plan
<b>SDF</b>	Spatial Development Framework
<b>SEA</b>	Strategic Environmental Assessment
<b>STATSSA</b>	Statistics South Africa

## **1. INTRODUCTION**

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Integrated Development Planning is a **process** through which municipalities prepare a strategic development plan, for a five year period. The Integrated Development Plan (IDP) is a **product** of the integrated development planning process. The IDP is a principal strategic planning instrument which guides and informs all planning, budgeting, management and decision-making in a municipality. In terms of Section 28 of the Municipal Systems Act (No 32 of 2000), municipalities are required to prepare a process that will guide the planning, drafting, adoption and review of the Integrated Development Planning.

All municipalities have to undertake an integrated development planning process to produce integrated development plans (IDPs) as required in terms of the Section 32 of the Municipal Systems Act (No 32 of 2000). The IDP is a legislative requirement and it has a legal status, and it supercedes all other plans that guide development at local government level.

The 2018/19 IDP Review will serve as a first cycle of the review process of the 2017/22 IDP as required in terms of Section 34 of the Municipal Systems Act (No 32 of 2000).

## **2. FRAMEWORK PLAN**

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The District Municipalities are required to prepare and adopt Framework Plans which indicate how the District and Local Municipalities will align their IDP's. The Framework Plan provides the linkage and binding relationship to be established between the district and local municipalities in the region and in doing so, proper consultation, coordination and alignment of the review process of the district municipality and various local municipalities can be maintained.

The function of the Framework Plan also serves to ensure that the process of district and local IDP's are mutual linked and can inform one another. If parallel processes are supposed to be smoothly inter-linked, one has to agree on a joint schedule and some crucial joint milestones. This will be done through the Framework Plan which the district has been in charge in drafting, and it will be agreed to by local municipalities and as it will be used by all municipalities as a basis for drafting their Process Plans.

### **3. KEY MATTERS OF IDP ALIGNMENT**

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In order to ensure that the requirements of the IDP Review are met, and that proper co-ordination is regulated between and within the different spheres of government (local and provincial, vertical and horizontal), there is a need for the preparation of a process plan. The process plan serves as a good base for the municipality in addressing the following issues:

- **Comments from the MEC** for Co-operative Governance and Traditional Affairs need to be considered as part of the IDP preparation process;
- Consider new **Council priorities**;
- Since the completion of the 2017/22 IDP, **new information** has emerged and **priorities** have changed;
- The municipality is currently preparing various **Sector plans**. As such, the impact that these sector plans will have on the district as a whole need to be taken into account when undertaking the IDP Review;
- Implementation and alignment to the **New policies**;
- Ensuring the **involvement** of Councillors and their Constituent Communities;
- Ensuring **alignment** with the Local Municipalities and Sector Departments particularly with regards to programmes, projects and sector plans;
- **Interaction** with funding and implementing agents;
- Appropriate **mechanisms, processes and procedures** of consultation and participation for local communities, sector departments,

stakeholders and also feedback mechanism to ensure responsiveness to communities; and

- Addressing and alignment of issues for Operation Sukuma Sakhe / Back to Basics campaign which serves to reach out to more poverty - stricken communities, with the intention of making maximum impact on those communities in the shortest possible way, and also to ensure that communities including the private and the public sector join forces to fight against poverty.

#### 4. DM / LM CONSULTATION AND PROCEDURES

NO	ACTIVITIES	RESPONSIBLE PERSON / STRUCTURE	TARGET DATE
1.	Mayor begins planning for the next three - year budget in accordance with the co-ordination role of the budget process	Acting CFO	July 2017
2.	Finalize Performance agreements and plans for Section 54 and 56 Managers and Work Plans for Middle Managers for 2017/18, and subsequently submitted to COGTA	Manager: IDP/PMS	31 July 2017
3.	Submission of the Draft 2018/19 IDP Review, Budget and PMS Process and Framework Plan to the COGTA for assessment purposes	Manager: IDP/PMS	31 July 2017
4.	Co-ordination of the dates for the 2018/19 Process and Framework Plan with the IDP Managers of the family of municipalities, for alignment purposes	Manager: IDP/PMS	15 August 2017
5.	MEC Panel Assessment	COGTA	August 2017
6.	Sustainable Living Exhibition	Manager: IDP/PMS	August 2017
7.	Assist the Mayor in the preparation of time schedule for the Budget and related policies	Acting CFO	September 2017
8.	Mayor tables in Council for adoption of the Final 2018/19 IDP Review, Budget and PMS Process and Framework Plan and subsequently submitted to COGTA, PT and NT for consideration	Acting CFO / Manager: IDP/PMS	September 2017
9.	Advertisement of the 2018/19 IDP Review, Budget and PMS Process and Framework Plan	Manager: IDP/PMS	September 2017
10.	IDP Alignment Session	Manager: IDP/PMS	22 September 2017
11.	1 <sup>st</sup> Quarterly performance assessment of Section 54 and 56 Managers as required by	Manager: IDP/PMS	October 2017

NO	ACTIVITIES	RESPONSIBLE PERSON / STRUCTURE	TARGET DATE
	Section 28(1) of the 2006 Performance Regulations		
12.	Initial Review of the National policies and Budget plans	Acting CFO / Acting MM	October 2017
13.	UDM 1 <sup>st</sup> IDP_LED Technical Committee (IDP Representative Forum) – inter-sphere alignment session (integration / alignment of issues and also key municipal priorities which require funding for 2018/19 fy - IDP Alignment Session	Manager: IDP/PMS and LED Manager	10 November 2017
14.	1 <sup>st</sup> Joint project Steering Committee - Presentation of the MEC Comments Action Plan and IDP Review Situational Analysis	Manager: IDP/PMS	November 2017
15.	Municipal departments to prepare the Draft 2018/19 staff structure and staff budget (salaries) and departmental budgets	Heads of Departments	November 2017
16.	Review budget related policies and determine guidelines for 2018/19 Budget	Acting CFO / Acting MM / Council	November 2017
17.	IDP Best Practise	Manager: IDP/PMS	December 2017
18.	Submission of the 2017/18 Mid – Year Budget and Performance Assessment Report to the Internal Audit Unit and subsequently submitted to the Audit Committee	Acting CFO / Acting MM	January 2018
19.	Tabling of the 2017/18 Mid – year Budget and Performance Assessment Report to Council for adoption, and its submission to COGTA, PT and NT	Acting CFO / Acting MM / Council	January 2018
20.	Tabling of the 2016/17 Annual Report to Council	MM / Council	January 2018
21.	2 <sup>nd</sup> Quarterly performance assessment of Section 54 and 56 Managers as required by Section 28(1) of the 2006 Performance Regulations and Work Plans of Middle Managers	Manager: IDP/PMS	January 2018

NO	ACTIVITIES	RESPONSIBLE PERSON / STRUCTURE	TARGET DATE
22.	Strategic Planning Session – to serve as a framework for the 2018/19 IDP Review and Budget	Management and Council	February 2017
23.	Provincial IDP Stakeholders Meeting – IDP Assessment Criteria	Manager : IDP/PMS	10 February 2018
24.	2 <sup>nd</sup> Joint Project Steering Committee – Alignment of programmes and Projects, Presentation on the progress of the 2018/19 IDP Review and Budget (Alignment & integration of project lists, sector plans, finalizing implementation programmes)	Manager: IDP/PMS	February 2018
25.	Council to approve the 2017/18 Adjustment Budget	Acting MM / Council	February 2018
26.	IDP Indaba		17 February 2018
27.	Consolidation of the Draft 2018/19 Budget <ul style="list-style-type: none"> <li>• Review of the provincial and national allocations for the incorporation into the Draft 2018/19 Budget; and</li> <li>• Alignment of the Draft 2018/19 Budget to the IDP Review</li> </ul>	Acting CFO	March 2018
28.	Special Manco Meeting, for each department to present and motivate the 2018/19 staff structure, operating and capital budget	HODs / Acting MM / ExCo	March 2018
29.	UDM 2 <sup>nd</sup> IDP_LED Technical Committee Meeting (IDP Representative Forum) presentation of the Draft IDP for comments and also to obtain feedback on key municipal projects submitted to Sector Departments and Private Sector.	Manager : IDP/PMS and LED Manager	March 2018
30.	Submission of the Draft 2018/19 IDP Review, Budget and Budget related policies, and SDF to ExCo, to recommend to Council the approval thereof	MM / ExCo	March 2018
31.	Council to approve the Draft 2018/19 IDP Review, Budget and Budget related policies,	Acting MM / Council	March 2018

<b>NO</b>	<b>ACTIVITIES</b>	<b>RESPONSIBLE PERSON / STRUCTURE</b>	<b>TARGET DATE</b>
	and SDF and their submission to COGTA, PT and NT for assessment purposes		
32.	Council to adopt the 2016/17 Oversight Report and Annual Report and its submission to COGTA, PT, NT and Provincial Legislature	Acting MM / Council	March 2018
33.	Mid – Year Budget and Performance Assessment Visits	Acting CFO / PT	March 2018
34.	Advertisement of the Draft 2018/19 IDP Review, Budget and SDF for a period of 21 days as required by the Municipal Systems Act, for public comments and inputs	Manager: IDP/PMS / CFO	April 2018
35.	Convening of Decentralised IDP Assessment Forums	Manager: IDP/PMS / COGTA	07 April 2018
36.	Public Consultation Meetings on the Draft 2018/19 IDP Review, Budget and related policies, and SDF in terms of the Municipal Systems Act, (No 32 of 2000) and the Municipal Finance Management Act, (No 56 of 2003) in all four Local Municipalities	Manager: IDP/PMS / Acting CFO	April 2018
37.	IDP / DGDP Assessment Feedback Session	Manager: IDP/PMS	05 May 2018
38.	Third Quarterly performance assessment of Section 54 and 56 as required by Section 28(1) of the 2006 Performance Regulations	Manager: IDP/PMS	May 2018
39.	3 <sup>rd</sup> Joint Project Steering Committee - to finalize and align the programmes and projects, and key strategic issues, IDP and Budget	Manager: IDP/PMS	May 2018
40.	Budget and Benchmark Assessment	Acting CFO / PT	May 2018
41.	Adoption of the 2018/19 IDP Review, Budget and related policies, and SDF by Council	Council	May 2018
42.	Submission of the Final 2018/19 IDP Review, Budget and Budget related policies, and SDF to COGTA, PT and NT within 10 days after adoption.	Acting CFO / Manager: IDP/PMS	June 2018

NO	ACTIVITIES	RESPONSIBLE PERSON / STRUCTURE	TARGET DATE
43.	Commence with the implementation of the 2018/19 IDP Review, Budget and SDF, and monitor performance through PMS	Acting CFO / Manager: IDP/PMS	July 2018

## 5. LOCAL MUNICIPALITIES – IDP STEERING COMMITTEE MEETINGS AND REPRESENTATIVE FORUMS

Herewith below are the IDP Steering Committee and IDP Representative Forum meeting dates for the local municipalities:

### Endumeni Local Municipality

ACTIONS	RESPONSIBLE PERSON / STRUCTURE	TARGET DATE
1 <sup>st</sup> IDP Steering Committee Meeting	IDP Manager	September 2017
2 <sup>nd</sup> IDP Steering Committee Meeting	IDP Manager	November 2017
3 <sup>rd</sup> IDP Steering Committee Meeting	IDP Manager	March 2018
3 <sup>rd</sup> IDP Steering Committee Meeting	IDP Manager	May 2018
1 <sup>st</sup> IDP Representative Forum Meeting	IDP Manager	October 2017
2 <sup>nd</sup> IDP Representative Forum Meeting	IDP Manager	February 2018

**Nquthu Local Municipality**

<b>ACTIONS</b>	<b>RESPONSIBLE PERSON / STRUCTURE</b>	<b>TARGET DATE</b>
1 <sup>st</sup> IDP Steering Committee Meeting	Manager: IDP/PMS	17 October 2017
2 <sup>nd</sup> IDP Steering Committee Meeting	Manager: IDP/PMS	09 February 2018
3 <sup>rd</sup> IDP Steering Committee Meeting	Manager: IDP/PMS	13 April 2018
1 <sup>st</sup> IDP Representative Forum Meeting	Manager: IDP/PMS	October 2017
2 <sup>nd</sup> IDP Representative Forum Meeting	Manager: IDP/PMS	February 2018
3 <sup>rd</sup> IDP Representative Forum Meeting	Manager: IDP/PMS	April 2018

**Msinga Local Municipality**

<b>ACTIONS</b>	<b>RESPONSIBLE PERSON / STRUCTURE</b>	<b>TARGET DATE</b>
1 <sup>st</sup> IDP Steering Committee Meeting	Manager: IDP/PMS	November 2017
2 <sup>nd</sup> IDP Steering Committee Meeting	Manager: IDP/PMS	January 2018
3 <sup>rd</sup> IDP Steering Committee Meeting	Manager: IDP/PMS	March 2018
4 <sup>th</sup> IDP Steering Committee Meeting		May 2018
1 <sup>st</sup> IDP Representative Forum Meeting	Manager: IDP/PMS	12 February 2017

2 <sup>nd</sup> IDP Representative Forum Meeting	Manager: IDP/PMS	23 April 2017
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**Umvoti Local Municipality**

<b>ACTIONS</b>	<b>RESPONSIBLE PERSON / STRUCTURE</b>	<b>TARGET DATE</b>
1 <sup>st</sup> IDP Steering Committee Meeting	Manager: IDP/PMS	November 2017
2 <sup>nd</sup> IDP Steering Committee Meeting	Manager: IDP/PMS	March 2018
3 <sup>rd</sup> IDP Steering Committee Meeting	Manager: IDP/PMS	May 2018
1 <sup>st</sup> IDP Representative Forum Meeting	Manager: IDP/PMS	24 November 2017
2 <sup>nd</sup> IDP Representative Forum Meeting	Manager: IDP/PMS	16 March 2018

## **6. ALIGNMENT MECHANISMS**

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### **6.1 Horizontal Alignment**

Alignment of the Umzinyathi IDP with the local municipalities is imperative to ensure that there is a sharing of information – particularly with regards to strategies, objectives, programmes and projects, and it will be undertaken through the Joint Project Steering Committee which convenes on Quarterly basis. The meetings of the Joint Project Steering Committee will assist the district family to monitor the alignment and integration of issues constantly.

### **6.2 Vertical Alignment**

Alignment with Sector Departments and Service Providers will also take place as it is essential in order for the district family of the municipalities to have consistence planning and also priorities can be indicated in their project prioritization. This will be undertaken through various meetings or one-on-one basis.

The district will convene two IDP\_LED Technical Committee Meetings (IDP Representative Forum), the first session will be in November 2017 to discuss integration issues and also to present to Sector Departments the key municipal priorities which require funding for implementation in 2018/19 financial year, and the second session will be in March 2018, to obtain feedback from Sector Departments and also for integration.

### **6.3 Cross Boarder Alignment**

Cross border alignment meetings, Umzinyathi District Municipality will also be arranging meetings with cross border district municipalities to align and integrate issues of functional areas on the IDP, Spatial Development Framework and Disaster Management. It will also assist the municipalities to align development issues in an efficient, effective and sustainable manner especially where there are shared and interdependent functional areas across the district.

The municipality also has in place other intergovernmental forums to enhance the preparation of the IDP and its implementation. These forums include amongst others but not limited to the District Co-ordinating Forum, Municipal Managers Forum, Planning and Development Forum, Infrastructure Forum, Communicators Forum, Disaster Advisory Forum etc.