

# **“ The City of Heritage ”**



**ULUNDI MUNICIPALITY ANNUAL IDP  
REVIEW**

**2014/2015 IDP PROCESS PLAN  
(FINAL)**

# Table of Contents

<b>1. INTRODUCTION.....</b>	<b>3</b>
<b>2. INSTITUTIONAL ARRANGEMENTS.....</b>	<b>3</b>
<b>3. ROLES AND ROLEPLAYERS .....</b>	<b>5</b>
<b>4. MECHANISMS FOR PUBLIC PARTICIPATION .....</b>	<b>8</b>
<b>5. PARTICIPATION OF MUNICIPALITIES AND GOVERNMENT DEPARTMENTS .....</b>	<b>09</b>
<b>6. FOCUS AREAS FOR REVIEW .....</b>	<b>10</b>
<b>7. ACTIVITY SCHEDULE SHOWING ALIGNMENT OF IDP, BUDGET, AND PERFORMANCE MANAGEMENT SYSTEMS.....</b>	<b>12</b>
<b>8. METHODOLOGY .....</b>	<b>20</b>
<b>9. IDP BUDGET .....</b>	<b>22</b>

## 1. INTRODUCTION

The Process Plan is a tool that is used to guide the IDP process and review. It is in this document that the important areas of the IDP are highlighted, co-ordination, alignment, adherence to the route followed, timeframes, milestones, sector plans, role players, their responsibilities and the end product of the process.

In terms of the Municipal Systems Act No 32 of 2000, Reg (5)28: "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 Process Plan is prepared in line with the Framework of Zululand District Municipality. The process plan is approved by Council to initiate the IDP process.

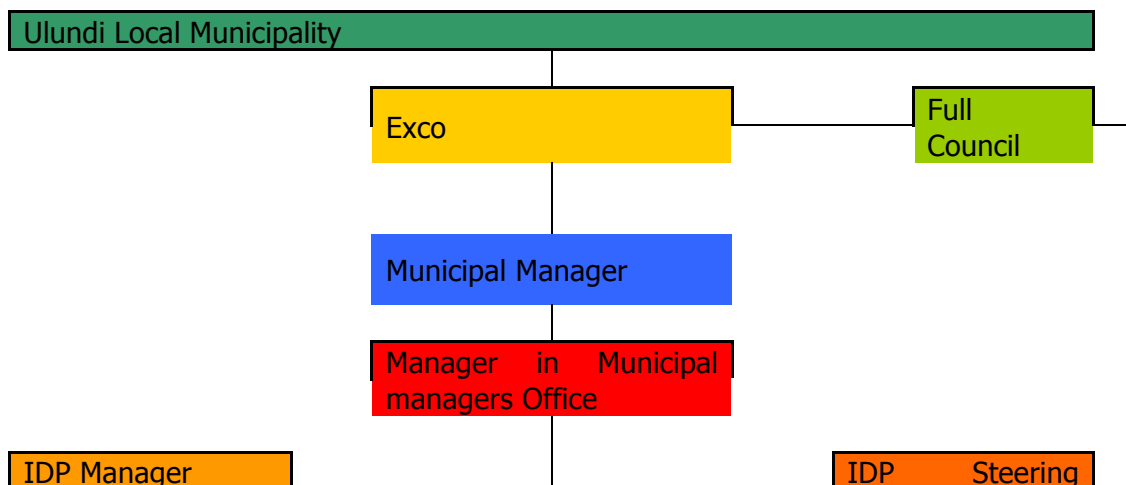
The District Framework is the tool that is mainly used to guide the alignment and co-ordination of the IDP processes and milestones between the District and the Local Municipalities so that there is a common finalization at the end of the process.

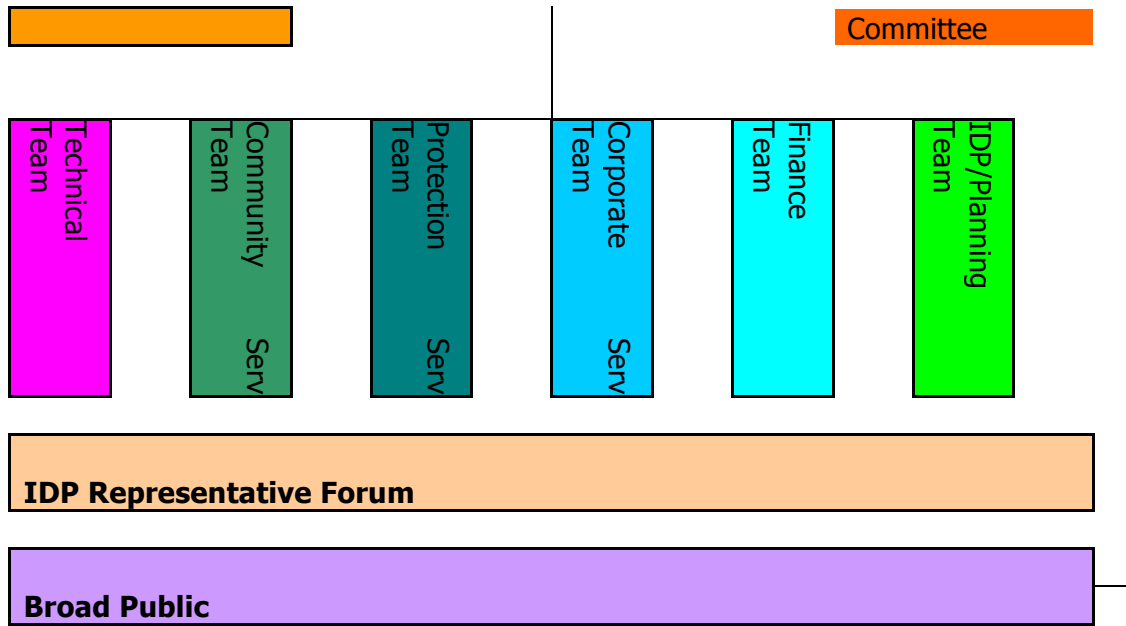
This Process Plan sets out the activities for the review of the 2014/2015 Integrated Development Plan of Ulundi Local Municipality.

## 2. INSTITUTIONAL ARRANGEMENTS

The organisational structure below outlines the involvement of major role-players in this process. Roles and responsibilities of the various stakeholders will be outlined to ensure proper integration, alignment, coordination, implementation and management of the process.

### 2.1 ORGANISATIONAL STRUCTURE IN THE IDP PROCESS





## 2.2 IDP STEERING COMMITTEE

The IDP Steering Committee is primarily responsible for overall steering, alignment, coordination, integration, monitoring and evaluate the IDP Process including review. They make recommendations to EXCO.

Members of the IDP Steering Committee

The IDP Steering Committee is chaired by the Honorable Mayor Cllr. NJ Manana. Other members include Deputy Mayor, Speaker, Municipal Manager, Departmental Directors, Managers in the Office of the Mayor and Municipal Manager as well as IDP Manager.

## 2.3 TASK TEAM

The task team comprises of the five line function Municipal Departments responsible for its own relevant programmes and projects. The steering committee allocates duties and responsibilities according to the said task teams. The task teams formulate, review and execute programmes and projects in line with the National and Provincial Goals as well as the Municipal developmental objectives.

Each Department should formulate sector plans some of which are as follows:

### 2.3.1 TECHNICAL SERVICES

#### Sector plans/Strategies

- Roads and Storm Water Master Plan
- Electrification/Energy Sector plan
- Spatial Development Plan

- Land Use Management System
- GIS

### **Municipal Turn Around Strategy 10 points**

- (1) Repairs and Maintenance Plan
- (2) Electricity
- (3) Roads and Maintenance
- (4) Comprehensive Infrastructure Plan

#### **2.3.2 CORPORATE SERVICES**

- Service Delivery-(Analysis on section 78)
- Policy implementation-On going
- Policy review/By Laws-On going
- Performance Management Review-On Going

#### **2.3.3 COMMUNITY SERVICES**

### **Social Development Master Plans**

- Cemetery Plan
- Sports and Recreation Plan

#### **2.3.4 FINANCE**

- Enhancement of revenue
- Tariff Policy Review-On going
- Debt Collection Policy Review-On Going
- **Municipal Turn Around Strategy 10 Points:**
- (1) Revenue Management Services
- (2) Debtor's Management
- (3) Clean Audit
- (4) Credibility and Transparency of SCM-on going

#### **2.3.5 PROTECTION SERVICE**

- Disaster Management Plan Review
- Pound-Vehicles
- Pound-Live Stock
- Fire Response Plan
- Fire Station/Disaster Management Centre

<b>3. ROLES AND ROLE PLAYERS</b>
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### **3.1 Internal role players**

- Executive Committee and Council
- Mayor
- Municipal Manager
- Directorate
- Nominated Councilors
- Heads Of Departments
- Manager-Office of the Municipal Manager
- IDP Officer
- IDP Steering Committee
- IDP Planning Unit
- Task Teams

### 3.2 External Role Players

- Government Sector Departments
- Private Sector
- Zululand District Municipality
- Community Structures/IDP Representative Forum
- Ward Committees
- Community Development Workers
- Traditional Leaders
- Specialized Groups
- Broad Public

### 3.3 Table showing role players and roles:

Role Player	Roles and Responsibilities
Council	<ul style="list-style-type: none"> <li>❖ Manage drafting of the IDP</li> <li>❖ Assign responsibilities to the Municipal Manager</li> <li>❖ Adoption of IDP</li> </ul>
Councillors	<ul style="list-style-type: none"> <li>❖ Linking the IDP process with their constituencies</li> <li>❖ Organising the public participation</li> <li>❖ Recommend IDP to council for adoption</li> </ul>
Mayor	<ul style="list-style-type: none"> <li>❖ Decide on the process plan.</li> <li>❖ Responsible for the overall management, coordination and monitoring of the process and drafting of the IDP Review documentation, or delegate this function.</li> </ul>
Municipal Officials	<ul style="list-style-type: none"> <li>❖ Provide technical/sector expertise.</li> <li>❖ Prepare selected Sector Plans.</li> <li>❖ Prepare draft progress proposals.</li> </ul>

<b>Role Player</b>	<b>Roles and Responsibilities</b>
Municipal Manager	<ul style="list-style-type: none"> <li>❖ Decide on planning process.</li> <li>❖ Monitor process.</li> <li>❖ Overall Management and co-ordination.</li> </ul>
Management Committee	<ul style="list-style-type: none"> <li>❖ Information "GAP" identification.</li> <li>❖ Oversee the alignment of the planning process internally with those of the local municipality areas.</li> <li>❖ Co-ordinate, identify and prioritise plans.</li> <li>❖ Make recommendation to the executive committee.</li> </ul>
Planning and LED Forum	<p>Determine actions to be taken in the review process. Commission sub-committees for identified action. Provide guidance to the IDP Planning Forum.</p>

<b>Role Player</b>	<b>Roles and Responsibilities</b>
Planning Professionals	<ul style="list-style-type: none"> <li>❖ Methodological guidance.</li> <li>❖ Facilitation of planning workshops.</li> <li>❖ Support with guidance on Sector Plans (sources of funding and guidelines).</li> <li>❖ Documentation.</li> </ul>
The District Municipality	<ul style="list-style-type: none"> <li>❖ Coordination roles for local municipalities.</li> <li>❖ Ensuring horizontal alignment of the IDP's of the municipalities in the district council area.</li> <li>❖ Ensuring vertical alignment between the district and local planning.</li> <li>❖ Facilitation of vertical alignment of IDP's with other spheres of government and sector departments.</li> <li>❖ Provide events for joint strategy workshops with local municipalities, provincial and national role players and other subject matter specialists.</li> </ul>
ZDM Growth and Development Forum	<ul style="list-style-type: none"> <li>❖ Representing stakeholder interest and contributing knowledge and ideas.</li> </ul>
Government Departments	<ul style="list-style-type: none"> <li>❖ Provide data and information.</li> <li>❖ Budget guidelines.</li> <li>❖ Alignment of budgets with the IDP.</li> <li>❖ Provide professional and technical support.</li> </ul>
Consultants	<ul style="list-style-type: none"> <li>❖ Providing the required specialist services for various planning activities as and when needed.</li> </ul>

### **3.4 MANAGER IN OFFICE OF THE MUNICIPAL MANAGER**

He assists in the co-ordination and the overseeing of the IDP process and in liaison with senior management, councillors, officials and stakeholders in the process. He will ultimately be responsible and accountable to the Municipal Manager.

### **3.5 FULL FUNCTIONS OF THE IDP MANAGER**

The IDP Manager is directly responsible for the management and coordination of the IDP Review Process with specific responsibilities; namely:

- Preparation of the IDP Process/Action Plan
- Compilation of the IDP Document
- Attends to the alignment function
- Attends to the District IDP Framework Plan
- Management and coordination of the IDP Review process
- Ensuring involvement of all role players and stakeholders,
- Ensuring that the public participation process is effective.
- Ensuring that the IDP Review is completed within the time frame.
- Responding to input from participants and stakeholders on the IDP.
- Amending the IDP in line with comments from MEC for DLGTA.
- Represents Ulundi municipality in the District IDP Forum
- Keep continuous communication with the Government Sector
- Continuous engages with Corporative Government and Traditional Affairs.
- Attend to all meetings locally, Provincially and Nationally.
- Effect and monitor all IDP milestones.
- Facilitates all logistics pertaining to the IDP process.

The IDP Activity Schedule is annexed.

## **4. MECHANISMS FOR PUBLIC PARTICIPATION**

The broad public and community structures are constantly involved in the review process, either through direct participation as stakeholders, in wards or any other organized grouping, etc. within the constituted IDP Representative Forum or through public workshop sessions word of mouth, through councilors and Ward committees, through Traditional Structures, IDP and budget road shows or through written representation/comments to documents that will be availed for public inspection and comments. In addition, the local media like Ezasekhaya will inform and update the general public. Advertisements in newspapers, notices are used to communicate with the public.

The Municipal Communication Strategy is the key to public information.



#### **4.1 WARD COMMITTEES**

Ward Committees are constituted in terms of the Municipal Systems and Structures Act in order to provide a link between the constituents and the Local Municipality. There are a total of 24 functional ward structures in Ulundi Local Municipality which will be engaged for the duration of the IDP Review Process.

#### **4.2 PORTFOLIO COMMITTEES**

There are Portfolio Committees which are responsible for monitoring and recommending certain interventions to EXCO in terms of development execution. The schedule will be incorporated into the activity schedule of the IDP.

#### **4.3 IDP ROADSHOWS**

There are two sets of IDP Roadshows in the financial year which may be held as a mechanism to enable the community to participate and comment on the IDP and Budget process of the Ulundi Local Municipality.

#### **4.4 IDP REPRESENTATIVE FORUM**

The Representatives Forum database is updated for IDP review process through the standard mechanism.

The IDP Representative Forum represents the interests of the community. It will provide a vehicle for discussion and communication among all stakeholders. This forum will be intensively involved in the identification of needs, confirmation of existing, and formulation of new objectives and strategies, identification and prioritization of projects and providing valuable input in the formulation of sector plans and programmes. An activity Plan for IDP review process is included as Annexure.

### **5. Participation of Municipalities and Government Departments**

In order to ensure Integrated Development Planning for the area of the District Municipality as a whole, the District Municipality has established structures for participation by municipalities in its area of jurisdiction. Government Departments are also invited to attend to ensure a holistic developmental trajectory.

<b>Planning and Development Forum</b>	<b>Date</b>
	07-Aug-13
	21-Sept-13
	25-Oct-13
	29-Nov-13
	13-Jan-14

## **5.1 ZULULAND DISTRICT MUNICIPALITY PLANNING AND DEVELOPMENT FORUM**

In addition to the abovementioned roles, IDP Manager will represent the Ulundi Local Municipality on the ZDM Planning and Development Forum. The purpose of this body is to ensure the co-ordination and alignment of the District and Local Municipality IDPs as well as cross boarder alignment.

## **5.2 ZULULAND DISTRICT MUNICIPALITY GROWTH AND DEVELOPMENT FORUM**

The Growth and Development Forum is the main District institutional mechanism for consultation in the IDP process.

While establishing a strategic direction, the forum prepares the foundation for continuous alignment and integration by means of a joint planning dialogue between all development stakeholders in the district. Key issues include factors inhibiting economic growth in all sectors.

Further, the forum forges a link with all IDPs by setting the theme for critical issues that will be dealt with in the Review process.

Another key objective for the forum to fulfill is to approve the final Zululand District Municipality IDP.

Composition includes:

- Executive Councils of the District and Local Municipalities
- Municipal Section 57 and 56 Managers
- Provincial and National Sector Department Managers
- Traditional Councils
- Resource Persons
- Community Representatives
- Other stakeholders as identified, and which responded to advertisements

Terms of reference for the forum are as follows:

- represent the interests of the community
- provide an organizational mechanism for discussion, negotiation, and decision-making between the stakeholders, including municipal government
- ensure communication between all stakeholder representatives
- monitor the performance of the planning and implementation process.

## **6. Focus Areas for review of IDP 2014/2015**

Ulundi Municipality are doing their IDP in house with the assistance of a consultant. This allows more opportunity to understand issues and to direct energies and the scarce resources exactly where they are required the most. The Council priorities are in line with National, Provincial and the District development Strategies. The KwaZulu Natal Province adopted a reviewed Provincial Growth and Development Strategy.

The standard areas for review are aligned with that of the District Framework and are as follows:

### **6.1 Demographics**

Census 2011 data will be fully incorporated into the IDP document to justify existing and newly identified key issues.

### **6.2 Development Strategies**

Based on the previous year's financial and non-financial performance, service delivery backlogs and identified key issues, the development strategies will be revised to talk to the current situation.

### **6.3 Sector Plans**

The following sector plans may be scheduled for review into the IDP:

1. LED Plan
2. Spatial Development Framework
3. Land Use Management Scheme
4. Communication Plan
5. Financial Plan and policies
6. Housing Sector Plan
7. Disaster Management Plan
8. Human Resource Plan
9. Tourism and Marketing Plan

Other plans as identified by the IDP Steering Committee may be reviewed as well.

### **6.4 Financial Plan and Budget**

The Financial Plan and budget are revised annually in terms of the MFMA. A decision will be taken whether to review the following;

1. Subsistence and Traveling policy
2. Credit control policy
3. Tariff policy
4. Investment and cash management policy

5. Insurance policy
6. Supply chain management policy
7. Asset management policy
8. Risk management policy
9. IT Disaster Recovery Plan
10. Fraud Prevention Strategies

### 6.5 Key Performance Measures and policies

These include Key Performance Areas, Key Objectives, Objectives, Strategies, Indicators and targets. All these are reviewed annually in line with the development strategies to monitor implementation thereof.

Additional areas for review as identified in the MEC letter will also be covered.

## 7. ACTIVITY SCHEDULE SHOWING ALIGNMENT OF THE IDP, BUDGET AND PERFORMANCE MANAGEMENT SYSTEMS

MONTH	ACTIVITIES				
	IDP	PMS	BUDGET		
			Mayor and Council	Administration and Municipality	Budget Review Activities
<b>JULY 2013</b>	<ul style="list-style-type: none"> <li>• Prepare draft Framework Plan</li> <li>• Prepare draft Process Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Signing of new performance contracts for Section 57 Managers and submission to EXCO (Section 69 of the MFMA and Section 57 of the MSA).</li> <li>• Prepare Departmental Business Plans for the next financial year.</li> <li>• Previous year S57 Managers' Performance Assessments</li> <li>• Adoption of SDBIP</li> </ul>	<ul style="list-style-type: none"> <li>• Mayor begins planning for next three-year budget in accordance with co-ordination role of budget process</li> <li>• <b>MFMA s 53</b></li> <li>• Planning includes review of the previous years budget process and completion of the Budget Evaluation Checklist</li> <li>• Formation of budget Steering Committee (Section 4,</li> </ul>	<ul style="list-style-type: none"> <li>• MM &amp; HOD's of municipality begin planning for next three-year budget. MFMA Budget Project Team (IDP/Budget Task Team) commences and reviews past budget/IDP process.</li> <li>• <b>MFMA s 68, 77</b></li> <li>• MM &amp; HOD's of municipality review options and contracts for service delivery</li> <li>• <b>MSA s 76-81</b></li> </ul>	<ul style="list-style-type: none"> <li>• Approve and announce new budget schedule and set up committees and forums.</li> <li>• Consultation on performance and changing needs.</li> </ul>

MONTH	ACTIVITIES				
	IDP	PMS	BUDGET		
			Mayor and Council	Administration Municipality	Budget Review Activities
			subsection 1) <ul style="list-style-type: none"> <li>Mayor establishes committees and consultation forums for the budget process</li> </ul>		
<b>AUGUST</b>	<ul style="list-style-type: none"> <li>Commence review of Situational Analysis (i.e. backlogs)</li> <li>Review national and provincial sector strategic plans</li> </ul>	<ul style="list-style-type: none"> <li>Quarterly Project Implementation Report (for last quarter of previous year) MPPR Reg. 14</li> <li>Quarterly Audit Committee meeting (for the last quarter of previous year) MFMA Sect 166 &amp; MPPR Reg. 14(3)(a)</li> <li>Special Audit Committee meeting (for evaluation of Sect 57 Managers final assessments ) MPPR Reg. 14(3)(b)</li> <li>Draft Annual Report 12/13</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> <li><b>MFMA s 21,22, 23;</b></li> <li><b>MSA s 34, Ch 4 as amended</b></li> </ul>	<ul style="list-style-type: none"> <li>MM to give notice to the community of the process to be followed (advertise)</li> <li><b>MSA s28(3)</b></li> <li>Budget Task Team meeting</li> </ul>	<ul style="list-style-type: none"> <li>Consultation on performance and changing needs.</li> <li>Review performance and financial position.</li> <li>Review external mechanisms.</li> <li>Start Planning for next three years.</li> </ul>
<b>SEPT</b>	<ul style="list-style-type: none"> <li>Confirm Development Strategies and prioritise of council and determine budget parametres</li> </ul>		<ul style="list-style-type: none"> <li>Council through the IDP review process determines strategic objectives for service delivery and development for next three-year budgets</li> </ul>	<ul style="list-style-type: none"> <li>CFO, Asst. CFO Budget &amp; Income of municipality 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</li> </ul>	<ul style="list-style-type: none"> <li>Update policies, priorities and objectives.</li> <li>Determine revenue projections and policies.</li> </ul>

MONTH	ACTIVITIES				
	IDP	PMS	BUDGET		
			Mayor and Council	Administration - Municipality	Budget Review Activities
			including review of provincial and national government sector and strategic plans • Budget Steering Committee	account strategic objectives • Engages with Provincial and National sector departments on sector specific programmes for alignment with municipalities plans.	
<b>OCTOBER</b>	<ul style="list-style-type: none"> <li>Identify projects/project proposals</li> <li>Prepare Departmental Operational Plans linked to strategic priorities</li> </ul>	<ul style="list-style-type: none"> <li>Auditor General audit of performance measures Appointment of Internal Auditors (MFMA Sect 55(2))</li> <li>Sect 57 Managers' quarterly assessments (for first quarter)</li> <li>Commence with preparation of Annual Report</li> </ul>	<ul style="list-style-type: none"> <li>Review of Service Delivery &amp; Budget Implementation Plan</li> </ul>	<ul style="list-style-type: none"> <li>MM does initial review of national policies and budget plans and potential price increases of bulk resources with function and department officials</li> <li><b>MFMA s 35, 36, 42; MTBPS</b></li> </ul>	<ul style="list-style-type: none"> <li>Determine revenue projections and policies.</li> <li>Engagement with sector departments, share and evaluate plans, national policies, MTBPS.</li> <li>Draft initial allocations to functions.</li> <li>Obtaining MTBPS (Medium Term Budget Policy Statement) - National Treasury</li> </ul>
<b>NOVEMBER</b>	<ul style="list-style-type: none"> <li>Commence with Community and stakeholder consultation process (IDP Roadshows, ward consultations)</li> </ul>	<ul style="list-style-type: none"> <li>Quarterly Project Implementation Report (for first quarter) MPPR Reg. 14</li> <li>Quarterly Audit Committee meeting (for the first quarter) MFMA Sect 166 &amp; MPPR Reg. 14(3)(a)</li> </ul>		<ul style="list-style-type: none"> <li>MM reviews and drafts initial changes to IDP</li> <li><b>MSA s 34</b></li> <li>Auditor-General to return audit report [Due by 30 November, <b>MFMA 126(4)</b>]</li> <li>Budget section commences the process of Adjustment Budget, liaises with departments.</li> </ul>	<ul style="list-style-type: none"> <li>Draft initial changes to IDP.</li> <li>Consolidation of budgets and plans.</li> <li>Executive determines strategic choices for next three years.</li> <li>Submit draft operational budget computations to CFO</li> <li>Review past MTEF and Draft 3 year budget</li> <li>AG to complete audit within 3 months of receiving financial statements</li> <li>Review of tariff structure</li> <li>IDP and Budget Roadshows</li> </ul>
<b>DECEMBER</b>	<ul style="list-style-type: none"> <li>Finalise first draft of Departmental Operational</li> </ul>	<ul style="list-style-type: none"> <li>Finalise first draft of annual report (MFMA Sect</li> </ul>	<ul style="list-style-type: none"> <li>Council finalises tariff (rates and service charges)</li> </ul>	<ul style="list-style-type: none"> <li>MM &amp; HOD's consolidate and prepare proposed budget and plans for next financial year</li> </ul>	<ul style="list-style-type: none"> <li>Review past MTEF and Draft 3 year budget</li> <li>Council finalises tariff (service charges) policies for next financial year</li> </ul>

MONTH	ACTIVITIES				
	IDP	PMS	BUDGET		
			Mayor and Council	Administration - Municipality	Budget Review Activities
	Plans	121)	policies for next financial year • <b>MSA s 74, 75</b> • BudgetSC	taking into account previous years performance as per audited financial statements	
<b>JANUARY 2013</b>	<ul style="list-style-type: none"> <li>MM reviews and drafts initial changes to IDP</li> </ul>	<ul style="list-style-type: none"> <li>Annual Customer Satisfaction survey (to be consolidated to annual report) MSA Sect 40</li> <li>Mayor tables annual report MFMA Sect 127(2)</li> <li>Make public annual report and invite community inputs into report (MFMA Sect 127 &amp; MSA Sect 21a)</li> <li>Sect 57 Managers' quarterly assessments (for second quarter)</li> <li>Approve Annual Report</li> </ul>	<ul style="list-style-type: none"> <li>Review of Mid-Year Budget &amp; Performance Assessment.</li> <li><b>MFMA 8 Section 72</b></li> </ul>	<ul style="list-style-type: none"> <li>MM prepares Mid Year budget review and performance assessment MFMA 8 Section 72</li> <li>MM 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)</li> <li><b>MFMA s 36</b></li> <li>Submit a report of the mid year budget and performance assessment to NT and PT.</li> <li><b>MFMA 8 Section 72(1)b</b></li> </ul>	<ul style="list-style-type: none"> <li>Prepare detailed budgets and plans for the next three years.</li> <li>FSPC - Review of mid year budget and annual report.</li> <li>EXCO - Approval of mid year budget and annual report.</li> <li>Mayor to table Adjustment Budget</li> <li>Review of Mid-Year Budget &amp; Performance Assessment.</li> <li>Mayor to table annual report to Council. Contents of report in accordance with Sect. 127 (3)</li> <li>MM reviews proposed national and provincial allocations to municipality for incorporation into the draft budget for tabling.</li> <li>Submit a report of the mid year budget and performance assessment to NT and PT.</li> <li>Departmental Managers Review and Approve provisional 3 year budget</li> </ul>
<b>FEBRUARY</b>	<ul style="list-style-type: none"> <li>Finalise draft budget incorporating draft budget, WSDP, PMS and other sector plans</li> </ul>	<ul style="list-style-type: none"> <li>Quarterly Project Implementation Report (for second quarter) MPPR Reg. 14</li> <li>Quarterly Audit Committee meeting (for the second quarter) MFMA Sect 166 &amp; MPPR Reg.</li> </ul>		<ul style="list-style-type: none"> <li>MM 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</li> <li>MM to notify relevant</li> </ul>	<ul style="list-style-type: none"> <li>Prepare detailed budgets and plans for the next three years.</li> <li>Executive adopts budget and plans and changes to IDP.</li> <li>Review Draft Budget for next financial year</li> <li>Consultation with local municipalities</li> <li>Mayor to table annual report to Council. Contents of report in accordance with Sect 127 (3)</li> <li>Gazetting of DORA allocations (Final) and incorporation within Draft Budget</li> <li>Draft budget for MANCO &amp; Finance Portfolio, including draft policies, tariffs</li> </ul>

MONTH	ACTIVITIES				
	IDP	PMS	BUDGET		
			Mayor and Council	Administration - Municipality	Budget Review Activities
		14(3)(a) <ul style="list-style-type: none"> <li>Submit annual report to AG, Provincial &amp; DTLGA (MFMA Sect 127)</li> </ul>		municipalities of projected allocations for next three budget years 120 days prior to start of budget year <ul style="list-style-type: none"> <li><b>MFMA s 37(2)</b></li> </ul>	
<b>MARCH</b>	<ul style="list-style-type: none"> <li>Table draft budget to Council by 28 March</li> </ul>	<ul style="list-style-type: none"> <li>Council to consider and adopt an oversight report [Due by 31 March <b>MFMA Sec 129(1)</b>]</li> <li>Set performance objectives for revenue for each budget vote (MFMA Sect 17)</li> </ul>	<ul style="list-style-type: none"> <li>Mayor tables municipality budget, budgets of entities, resolutions, plans, and proposed revisions to IDP at least 90 days before start of budget year</li> <li><b>MFMA s 16, 22, 23, 87; MSA s 34</b></li> </ul>	<ul style="list-style-type: none"> <li>MM reviews any changes in prices for bulk resources as communicated by 15 March</li> <li><b>MFMA s 42</b></li> <li>District draft IDP to Finance Portfolio, EXCO and Council</li> </ul>	<ul style="list-style-type: none"> <li>Manco - final draft budget for next year</li> <li>MM reviews any changes in prices for bulk resources as communicated by the 15th of March</li> <li>Review of final draft budget / IDP to Finance Portfolio</li> <li>Council to adopt an oversight report containing the councils comments on the annual report</li> <li>Approval of final draft Budget &amp; IDP by Council - Mayor must table annual budget 90 days before start of budget year</li> <li>Acc Officer to Publish draft budget for comments/invoke communities for comments.</li> <li>Draft Tabled Budget submission to National Treasury &amp; Provincial Gvt</li> </ul>
<b>APRIL</b>	<ul style="list-style-type: none"> <li>IDP Hearing Assessments (1-4 April)</li> </ul>	<ul style="list-style-type: none"> <li>Refinement of Municipal Strategies, Objectives, KPA's, KPI's and targets and inclusion into IDP Review report.</li> <li>S57 Managers' Quarterly Performance Assessments</li> <li>Publicise Annual Report [Due by 7 April <b>MFMA Sec 129(3)</b>]</li> <li>Submit Annual Report to</li> </ul>	<ul style="list-style-type: none"> <li>Public hearings on the budget, and council debate. Council consider views of the local community, NT, PT, other provincial and national organs of state and municipalities . Mayor to be provided with an opportunity to respond to submissions during consultation and table</li> </ul>	<ul style="list-style-type: none"> <li>MM publishes tabled budget, plans, and proposed revisions to IDP, invites local community comment and submits to NT, PT and others as prescribed</li> <li><b>MFMA s 22 &amp; 37; MSA Ch 4 as amended</b></li> <li>MM assists the Mayor in revising budget documentation in accordance with consultative processes and taking into account the results from the third quarterly review of the current year</li> </ul>	<ul style="list-style-type: none"> <li>Consultation with National and Provincial Treasuries and finalise sector plans, water and sanitation, electricity, etc.</li> <li>Public hearings on the Budget, Council Debate on Budget and Plans.</li> <li>Revision of budget and IDP after input from National Treasury, Provincial, other Municipalities and public have been received.</li> </ul>



MONTH	ACTIVITIES				
	IDP	PMS	Mayor and Council	Administration - Municipality	Budget Review Activities
		Provincial Legislature/ MEC Local Government [Due by 7 April <b>MFMA Sec 132(2)</b> ]	<ul style="list-style-type: none"> <li>amendments for council consideration</li> <li><b>MFMA s 23</b></li> <li>Consultation with national and provincial treasuries and finalise sector plans for water, sanitation, electricity etc</li> <li><b>MFMA s 21</b></li> </ul>		
<b>MAY</b>	<ul style="list-style-type: none"> <li>Table Final IDP to IDP Rep Forum</li> <li>Table Final IDP to council for adoption by 30 May</li> </ul>	<ul style="list-style-type: none"> <li>Quarterly Project Implementation Report (for third quarter) MPPR Reg. 14</li> <li>Quarterly Audit Committee meeting (for third quarter) MFMA Sect 166 &amp; MPPR Reg. 14(3)(a)</li> <li>Annual review of organisational KPIs (MPPR Reg 11)</li> <li>Review annual organisational performance targets (MPPR Reg 11)</li> </ul>	<ul style="list-style-type: none"> <li>Council to consider approval of budget and plans at least 30 days before start of budget year.</li> <li><b>MFMA s 24; MSA Ch 4 as amended</b></li> <li>Council must approve annual budget by resolution, setting 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</li> <li><b>MFMA s 16, 24, 26, 53</b></li> </ul>	<ul style="list-style-type: none"> <li>MM 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</li> <li>District draft IDP to Finance Portfolio, EXCO and Council</li> </ul>	<ul style="list-style-type: none"> <li>Public hearings on the Budget, Council Debate on Budget and Plans.</li> <li>Council adopts budget, resolutions, capital implementation plans, objectives and changes in IDP.</li> <li>Revised budget and IDP tabled to Financial Portfolio</li> <li>Final approval of Budget &amp; IDP by Council - Council to consider approval of budget and plans (at least 30 days before start of budget year)</li> </ul>

MONTH	ACTIVITIES				
	IDP	PMS	BUDGET		
			Mayor and Council	Administration - Municipality	Budget Review Activities
<b>JUNE</b>	<ul style="list-style-type: none"> <li>Submission to COGTA / MEC</li> <li>Publish adopted budget and IDP and place multi-year budget and related documents on website</li> <li>Notice of IDP on website to all Service Providers and LM's</li> </ul>	<ul style="list-style-type: none"> <li>Community input into organisation KPIs and targets</li> <li>Submit Draft Performance Contracts to Mayor</li> </ul>	<ul style="list-style-type: none"> <li>Mayor must approve SDBIP within 28 days after approval of the budget and ensure that annual performance contracts are concluded in accordance with s 57(2) of the MSA. Mayor to ensure that the annual performance agreements are linked to the measurable performance objectives approved 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.</li> <li><b>MFMA s 53; MSA s 38-45, 57(2)</b></li> <li>Council must finalise a system of delegations.</li> <li><b>MFMA s 59, 79, 82; MSA s 59-65</b></li> </ul>	<ul style="list-style-type: none"> <li>MM submits to the mayor no later 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.</li> <li><b>MFMA s 69; MSA s 57</b></li> <li>MM of municipality publishes adopted budget and plans and places Multi-Year Budget and budget related documents on website and submits budget/IDP to national and provincial treasury.</li> <li><b>MFMA s 75, 87</b></li> </ul>	<ul style="list-style-type: none"> <li>Publish budget and tariffs (supplement)</li> <li>Finalise performance contracts and delegation.</li> <li>Draft SDBIP to Mayor (14 days after approval of budget)</li> <li>SDBIP approval by Mayor - 28 day deadline after approval of the budget</li> </ul>
<b>JULY</b>	<ul style="list-style-type: none"> <li>Municipalities submit adopted IDPs</li> </ul>		<ul style="list-style-type: none"> <li>The mayor submits the approved</li> </ul>	<ul style="list-style-type: none"> <li>MM makes public projections of revenue and</li> </ul>	<ul style="list-style-type: none"> <li>Approved SDBIP and performance agreements to council, MEC for local government (publish within</li> </ul>

MONTH	ACTIVITIES				
	IDP	PMS	BUDGET		
			Mayor and Council	Administration Municipality	Budget Review Activities
	by 30 June - Draft IDP Review Process and Framework Plan for 2015/16 by 30 July.		SDBIP and performance agreements to council, MEC for local government and makes public within 14 days after approval. • <b>MFMA s 53; MSA s 38-45, 57(2)</b>	expenses for each month of the coming year, service delivery targets for each quarter, and performance agreements, 14 days after SDBIP is approved. • <b>MFMA s 53</b>	14 days after approval)

## 8. METHODOLOGY

Taking into consideration, the MFMA timeframes of the section above, the following table is a summary of proposed timeframes for the 2014/2015 IDP Review Process.

Phase/Activity	Proposed Timeframe	Completion
Situational Analysis	Sept 2013	
Development Strategies	Oct 2013	
Projects	Nov 2013	
Integration	Nov/Dec 2013	
Draft Approval	Feb 2014	
Final Approval	May/June 2014	

The IDP Process has six main phases:

### 8.1 SITUATIONAL ANALYSIS

The current status of developmental needs like demography (back logs, population, unemployment, illiteracy, infrastructure etc), Community projects are dealt with in order to understand what exists and what is required in terms of the community needs.

### 8.2 DEVELOPMENT STRATEGIES

Once the need analysis is known, plans and strategies are developed as part of service delivery machinery. Some of the strategies are: Performance Management Systems, Sector Plans, Service Delivery and Budget Implementation Plan, the IDP, etc.

### **8.3 PROJECTS**

Once the pressing developmental needs are known and best strategies are in place, project teams are formed to undertake activities that will address the needs. The project management unit has to play a vital role on the operational Plan. Here the actual takes place during the implementation. Projects, human and financial resources are coupled to produce the desired results.

### **8.4 INTEGRATION AND ALIGNMENT**

During this phase, overall alignment and integration of need versus backlog and available resources will take place, together with alignment of projects to that of the Financial Plan. All the activities are informed by the IDP. All stake holders like the Representatives Forum, Sector Departments etc must be co-ordinated and always be well informed. During this stage a draft IDP is produced for verification by various stakeholders.

COGTA has established Decentralised Fora to assist municipalities in terms of IDP alignment with Government Departments. Information regarding development programmes taking place in each of the local municipalities by each sphere of government will be shared. The decentralized forums are proposed to take place as follows:

- 06 November 2013
- 14 April 2014

### **8.5 DRAFT IDP SUBMISSION**

In terms of the COGTA IDP Management Plan the draft IDP must be submitted to the COGTA MEC by 28 March 2014.

### **8.6 FINAL APPROVAL**

In terms of the Municipal Systems Act, the IDP must be approved by the Council by end June of the financial year. The IDP must be approved after it has been endorsed by the IDP Representative Forum.

<b>Activity</b>	<b>Date</b>	<b>Responsible</b>
IDP Rep Forum	May 2014	
Final IDP	30 June 2014	All Municipalities

### **8.7 FINAL IDP**

In all phases, public participation should be part and parcel. The IDP is approved both by external role players like the public, represented by the IDP representative forum and by Internal role players like the Municipal Council.

## **8.8IMPLEMENTATION**

Once approved, implementation takes place in various forms. Business plans in line with the least recourses and linked to objectives and priorities in order to accurately utilize available resources and attract outside funding. Here, monitoring and evaluation and performance review are carried out. Regular meetings and workshops are held with various stake holders for continuous information about progress of implementation and challenges and solutions thereof. During this phase all promises, commitments and community benefits must show fruition eg employment opportunities when projects are carried out etc should come into practice.

## **9. IDP BUDGET**

The total budget for the IDP process is **to be determined**. The breakdown is as follows:

<b>IDP ACTIVITY</b>	<b>ALOCATION</b>
<b>Advertisements</b>	<b>R 30 000</b>
<b>IDP Projects</b>	<b>R200 000</b>
<b>Refreshments</b>	<b>R 60 000</b>
<b>TOTAL</b>	<b>R290 000</b>

**IDP ACTIVITY SCHEDULE**

HUMAN RESOURCE	ACTIVITY	TIMEFRAME	COST ESTIMATE
IDP Steering Committee	Review of 2013/2014 Process Plan	3 <sup>rd</sup> Week of July 2013	
IDP Manager	Receives District Framework and prepares the draft Process Plan and submit to Cogta for comments	End of July 2013	
IDP Steering Committee	1. Adopts the District Framework 2. Finalise the Process Plan and 3. IDP Road show dates	2 <sup>nd</sup> to 3 <sup>rd</sup> week of August 2013	
Exco	To adopt the District Framework and to approve the Process Plan	28 August 2013	
IDP Manager	Incorporate Cogta comments and submits the Final Process Plan to Cogta	End of August 2013	
Cogta	Sustainable Living Exhibition	6 September 2013	
Exco	Adoption of ZDM Framework and Ulundi Process Plans	18 September 2013	
ZDM	Planning and Development Forum	21 September 2013	
Council	Adoption of the ZDM	25 September 2013	
Cogta	IDP Planning Indaba	27 September 2013	
ZDM	Planning and Development Forum	25 October 2013	
Cogta	Sector/Municipal Alignment	6 November 2013	
ZDM	Planning and Development Forum	29 November 2013	
Council	Identification, Prioritization, Linking of projects with resources, programmes and Strategies	October to December 2013	R 183 000
	IDP Road Shows:		
	Babanango	17 October 2013	R 7000
	Mpungamhlophe	22 October 2013	R 7000
	Mhlahlane	24 October 2013	R 7000
	Mashona/Nhlamvu.	29 October 2013	R 7000
	KwaPhindangene	05 November 2013	R 7000
	Empithimpithini	07 November 2013	R 7000
	Emantungweni	12 November 2013	R 7000
	Nsabekhuluma	14 November 2013	R 7000
	Nodayane	19 November 2013	R 7000
	Zungu Traditional Court	21 November 2013	R 7000
	Mlaba	25 November 2013	R 7000
Cogta	IDP Best Practice Conference	05 December 2013	
IDP Manager	Physical Review of the IDP Document	Dec 13 to January 14	
ZDM	Planning and Development Forum	13 January 2014	
IDP Steering Committee	1. Verify and approve the Draft IDP 2. Set date for the IDP Reps Forum 3. Interrogate MEC Comments	February 14	
Cogta, Municipalities &	To discuss IDP Assessments	14 February 2014	

**SCHEDULE OF MEETINGS OF THE COUNCIL AND THE EXECUTIVE  
AND FINANCE COMMITTEE FOR 2013/2014 FINANCIAL YEAR**

EXCO MEETINGS		TIME	COUNCIL MEETINGS		TIME
1 <sup>ST</sup>	24/07/2013	14H00			
2 <sup>ND</sup>	28/08/2013	14H00			
3 <sup>RD</sup>	18/09/2013	14H00			
4 <sup>TH</sup>	25/09/2013	9H00	1 <sup>ST</sup>	25/09/2013	10H00
5 <sup>TH</sup>	30/10/2013	14H00			
6 <sup>TH</sup>	27/11/2013	14H00			
7 <sup>TH</sup>	11/12/2013	9H00	2 <sup>ND</sup>	11/12/2013	10H00
8 <sup>TH</sup>	29/01/2014	14H00			
9 <sup>TH</sup>	26/02/2014	14H00			
10 <sup>TH</sup>	19/03/2014	14H00			
11 <sup>TH</sup>	26/03/2014	9H00	3 <sup>RD</sup>	26/03/2014	10H00
12 <sup>TH</sup>	30/04/2014	14H00			
13 <sup>TH</sup>	28/05/2014	14H00			
14 <sup>TH</sup>	18/06/2014	14H00			
15 <sup>TH</sup>	25/06/2014	9H00	4 <sup>TH</sup>	25/06/2014	10H00

**Notes:** The EXCO meetings scheduled for 9H00 are short meetings meant only to approve the minutes of the previous meeting before the commencement of Council meetings. Only urgent items will be considered on these dates.

**SUBMISSION OF AGENDA ITEMS**

Ordinary meetings closing dates for submission of agenda items	Short meetings no submission of agenda items
17-07-2013 24-07-2013 : 1 <sup>st</sup> 2013/2014	
21-08-2013 28-08-2013 : 2 <sup>nd</sup> 2013/2014	25-09-2013 4 <sup>th</sup> 2013/2014
11-09-2013 18-09-2013 : 3 <sup>rd</sup> 2013/2014	11-12-2013 7 <sup>th</sup> 2013/2014
23-10-2013 30-10-2013 : 5 <sup>th</sup> 2013//2014	26-03-2014 11 <sup>th</sup> 2013/2014
20-11-2013 27-11-2013 : 6 <sup>th</sup> 2013/2014	25-06-2014 15 <sup>th</sup> 2013/2014
22-01-2014 29-01-2014 : 8 <sup>th</sup> 2013/2014	
19-02-2014 26-02-2014 : 9 <sup>th</sup> 2013/2014	
12-03-2014 19-03-2014 : 10 <sup>th</sup> 2013/2014	
23-04-2014 30-04-2014 : 12 <sup>th</sup> 2013/2014	
21-05-2014 28-05-2014 : 13 <sup>th</sup> 2013/2014	
11-06-2014 18-06-2014 : 14 <sup>th</sup> 2013/2014	

Ward Committee Meetings 2013/2014











**Compiled by**

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