

NQUTHU LOCAL MUNICIPALITY



2023/24 IDP AND BUDGET PROCESS PLAN

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Compiled in terms of Section 28 and 29 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000).

The Integrated Development Plan (IDP) is a municipality's principal strategic plan that deals with the most critical development needs of the municipal area (external focus) as well as the most critical governance needs of the organization (internal focus).

The Integrated Development Plan –

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

Abbreviation	Description
OSS	Operation Sukuma Sakhe
UDM	Umzinyathi District Municipality
IDP	Integrated Development Planning
IGR	Intergovernmental Relations
MFMA	Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003)
MSA	Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000)
MTREF	Medium Term Revenue Expenditure Framework
SDBIP	Service Delivery Budget Implementation Plan
SPLUMA	Spatial Planning Land and Use Management Act
WSDP	Water Services Development Plan
DDM	District Development Model
APR	Annual Performance Report
AR	Annual Report
AG	Auditor-General South Africa
SDF	Spatial Development Framework

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1. INTRODUCTION

Chapter 05 of the Municipal Systems Act (MSA) prescribes all the procedures that have to be followed when the Integrated Development Plan (IDP) is developed and/or reviewed by the municipality. Section 28 of MSA specifically prescribes how the actual process to guiding the development and/or review of the IDP should be structured and managed. This Process Plan outlines the processes, in a narrative and table formats, for the development of the IDP in relation to the following aspects:

- Public participation requirements as outlined in Chapter 04 of MSA;
- Compliance with all applicable legislative requirements;
- Roles and responsibilities of different structures and role-players;
- Terms of reference for the IDP Steering Committee and IDP Stakeholders Representative Forum;
- Alignment with the national and provincial government as well as the district municipality (alignment to the Umzinyathi DM Framework Plan), and
- The relationship and/or alignment between the IDP, budget and performance management system and also all spatial planning requirements in the form of SDF.

2. TERMS OF REFERENCE FOR THE IDP STEERING COMMITTEE AND IDP STAKEHOLDER REPRESENTATIVE FORUM

2.1. IDP AND BUDGET STEERING COMMITTEE

Section 30 of MSA provides that:

“The executive committee or executive mayor of a municipality or, if the municipality does not have the executive committee or executive mayor, a committee of councillors appointed by the municipal council, must, in accordance with Section 29-

- (a) Manage the drafting of the municipality’s integrated development plan;*
- (b) Assign responsibilities in this regard to the municipal manager, and*
- (c) Submit the draft plan to the municipal council for adoption by council.”*

In respect of the above legislative requirements, there shall be an IDP and budget Steering Committee that shall be composed and function as follows:

Composition:

- The Mayor and Deputy Mayor of a municipality;
- The executive committee members who are chairpersons of portfolio committees;
- The municipal manager and manager in the office of the municipal manager;
- All Section 56 managers of a municipality (commonly referred to as Directors), and
- The IDP/PMS Manager of a municipality.

Functions:

- Ensure compliance with all applicable legislative requirements;
- Ensure adherence to and/or implementation of the process plan and the provincial IDP management plan;
- Receive, analyse and consolidate inputs from different internal departments and external stakeholders;
- Ensure the alignment of IDP and budget;
- Consider public comments and MEC letter;
- Approve the first and final IDP draft for submission to municipal council, and
- Ensure the overall credibility of the IDP.

Roles and responsibilities:

Roles and responsibilities	
Mayor	Provide political direction to the IDP drafting process.
Deputy Mayor	Work with and support the Mayor and assume all the duties of the Mayor in his absence.
Executive committee members	Work with section 56 managers to make inputs in all matters concerning their portfolios.
Municipal Manager	Chair steering committee and provide leadership and direction on all administrative matters.
Manager in the office of the Municipal Manager.	Represent all the units within the Office of the Municipal Manager including IDP/PMS, internal audit, communications, youth development and risk management.
Section 56 managers	Provide technical details and make proposals on all matters concerning their departments.
IDP/PMS Manager	Make all necessary preparations for the meeting including agenda preparations and invitations and submit progress report and preparation.

2.2. IDP STAKEHOLDER REPRESENTATIVE FORUM

The municipality has, after careful consideration, decided to incorporate the IDP Stakeholder Representative Forum into the Operation Sukuma Sakhe programme through its Local Task Team (LTT) which is representative of all stakeholders and meet on a monthly basis. However, after experiencing challenges with the functionality of the LTT, the IDP Stakeholder Representative Forum as a structure has been resuscitated as the main stakeholder representative body.

Composition:

- All members of municipal council (councillors);
- The municipal manager, section 56 managers and middle management (attend on a quarterly basis);
- Representatives of all sector departments;
- Representatives of state owned companies;

- All secretaries of ward committees (attend on a quarterly basis);
- All community development workers;
- Representatives of all non-governmental organizations operating in the municipality;
- Representatives of all social sectors (Youth, Women, Disabled, Elderly);
- Representatives of Nquthu rate payers;
- Business (informal and informal and the taxi industry), and
- Any other stakeholders as determined by the municipality.

Functions:

- Provide a platform for the municipality to present its plans and programmes to all stakeholders;
- Provide a platform for all stakeholders to express their views and engage the municipality;
- Provide a platform for different stakeholders within the municipality to share information, and
- Provide a platform for different stakeholders to coordinate and integrate their programmes so that they work in a manner that avoid duplication and complement each other to maximize the impact of all programmes or projects.

NB: the Forum shall develop the terms of reference that will enable it to also act as the forum and adopt those terms of reference as part of the finalization of the IDP Process Plan.

Roles and responsibilities

Roles and responsibilities	
Mayor	Chair the IDP Representatives Forum and provide political direction.
Deputy Mayor	Work with and support the Mayor and assume all the duties of the Mayor in his absence.
Traditional leaders	Provide wisdom and make inputs on behalf of the institution of traditional leadership and also provide direction and support on matters pertaining to land and culture.
Executive committee members	Work with section 56 managers to make inputs in all matters concerning their portfolios.
Municipal Manager	Represent municipal administration and provide leadership and direction in all administrative matters.
Manager in the office of the Municipal Manager	Represent all the units within the Office of the Municipal Manager including IDP/PMS, internal audit, communications, youth
Section 56 managers	Provide technical details and make proposals on all matters concerning their departments.
IDP/PMS Manager	Make all necessary preparations for the meetings including agenda preparations, logistical arrangements and invitations and also submit progress reports on IDP preparation.
Middle managers	Support their heads of departments with all required technical information and responses.
Ward Councillors	Represent their respective wards.

Roles and responsibilities	
Secretaries of Ward Committees	Assist and work with the ward councillor in representing the ward committee and articulating the needs of the wards.
Representatives of sector departments	Represent their respective departments and make presentations about all their current and planned programmes and projects.
Umzinyathi DM IDP Manager	Represent the district municipality and ensure that relevant District officials, especially in the field of water and sanitation, do attend and provide required information.
Representatives of the business sector (formal and informal)	Represent local business people and make inputs of their behalf.
Representatives of rate payers association	Represent rate payers and make inputs of their behalf.
Representatives of NGOs/NPOs	Represent their NGOs and make presentations about all their programmes and projects.
Community Development Workers	Provide all the required information about their work and plans and make necessary inputs.
Representatives of social sectors (Youth, Women, Elderly, Disabled, etc)	Represent their sectors and make inputs on their behalf.

3. MECHANISMS FOR PUBLIC PARTICIPATION

In its IDP and SDF review, Nquthu LM will embark on an extensive public participation exercise to ensure that the residents of Nquthu have a say on the development path that the municipality takes. Chapter Four (4) of MSA outlines an obligation of a municipality to ensure that proper and clear mechanisms for public consultation are in place and are utilised effectively. Public consultation shall be conducted in the following manner:

- **Operation Sukuma Sakhe (LTT):** this forum consists of all stakeholders that have a role to play in the development of Nquthu in one way or the other, including but not limited to; sector departments, NPOs, business, traditional leadership, ward committees, etc. This forum shall be convened at least on a quarterly basis to provide a platform for engagement and sharing of development information and also devise ways of working together and/or identify areas of cooperation.
- **IDP and SDF specific consultation processes:** the comprehensive SDF review will be undertaken by a competent service provider with adequate capacity for a period of 18 months so that a fully compliant and credible SDF is produced. However, every aspect of the SDF that has been reviewed shall be incorporated into the existing document so that it is tabled to Council for approval together with the IDP. After a comprehensive review has been done, annual reviews shall be undertaken internally afterwards.
- **Ward Committees (WBPs review):** the municipality will use Ward Committees as an instrument of IDP formulation process through the annual review of WBPs which will be led by councillors. The public be informed in advance so that they participate in

WBPs annual review which will actually determine the IDP priorities as far as wards are concerned.

- **IDP Roadshows:** in addition to invitation of public comments, the municipality also conduct a roadshow wherein all wards shall be represented and shall be done in conjunction with Umzinyathi DM in order to save costs.

4. VERTICAL AND HORIZONTAL ALIGNMENT

The development mandate of the municipality cannot be successfully realized without properly aligning its plans and programmes with those of sector departments, the district municipality and all other development stakeholders. The municipality will also align itself to neighbouring municipalities. In light of the above, the municipality will align itself as outlined in the table below:

Vertical alignment	<ul style="list-style-type: none"> ▪ Utilize the LTT as the main platform of horizontal alignment since sector departments are part of this forum; ▪ Consider and analyse all the legislative and/or compliance matters championed by different sector departments to ensure that the municipality and also engage sector departments about their programmes and plans especially within Nquthu so that areas of cooperation are identified, and ▪ Ensure that the municipality fully participate and take advantage of all government programmes and/or campaigns aimed at job creation championed nationally or provincially, e.g. Operation Vula.
Horizontal alignment	<ul style="list-style-type: none"> ▪ The municipality will utilise Umzinyathi DM platforms as the foremost instruments for horizontal alignment, namely- the IDP-LED Technical Committee and the Joint Project Steering Committee; ▪ The Umzinyathi DM shall also be invited at the municipality’s IDP Stakeholder Representative Forum, and ▪ The Umzinyathi DM has undertaken to organise alignment meetings with neighbouring municipalities for purposes of creating a platform for cross-border alignment, therefore; in addition to studying the planning documents of neighbouring municipalities, Nquthu LM will also utilise that platform to ensure that it properly aligns with neighbouring municipalities.

5. PROVISIONS FOR IDP REVIEW AND AMENDMENT

MSA Section 34(a) requires the municipality to review its IDP annually and the timelines for this review is stipulated by this process plan in line with MSA Section 29 provisions. In terms of MSA Section 34(b), as amended; the municipality may also amend its integrated development plan in line with the prescribed process. The process is hereby prescribed as follows to clearly differentiate this process from the review process:

Step one:

The Mayor must, in line with the Standing Rules or Order of Council, table an item proposing an amendment to the municipality’s integrated development plan. Such item must be accompanied by the memorandum setting out the reasons for proposed amendments and also containing the contents of the amendments that will be made.

Step two:

If Council approves the amendment proposal tabled by the Mayor, such proposal accompanied by a Council resolution must be put on the municipal website and a public notice must be issued to invite comments for a period of 21 days from the date of the notice. Further to that, the proposed amendment must be sent to the district municipality to solicit its comments.

Step three:

After the end of the 21-day period opened for public comments, the Mayor must in terms of the Standing Rules of Order table to Council an item for the approval of the amended integrated development plan. Such item must include a summarize the comments received from the district municipality and the public. A full version of the amended integrated development plan, not a summary, must be tabled to Council.

Step four:

If Council approves the amended integrated development plan, the amended integrated development plan must be put on the municipal website and a public notice must be issued to inform about the availability of the amended integrated development plan.

All the steps described above must be finalized on time so that the integrated development plan is approved before or with an adjustment budget. The timelines for the amendment of the integrated development plan shall not be included on the process plan time schedule because an amendment is optional, not prescribed. The municipality must also do everything in its power to prevent mid-year amendment of the integrated development plan and invoke Section 34(b) of the Municipal Systems Act only when it necessary to do so.

6. COST IMPLICATIONS FOR IDP REVIEW

The municipality's IDP review is conducted internally and a budget of R 881 861 have been put in place to drive all IDP review programmes, including catering for IDP Stakeholder Representative Forum, strategic planning session and also funding all public consultation processes. Public notices and printing are budgeted for in other budget votes.

7. ADDRESSING MEC COMMENTS

When the MEC issues IDP assessment letters to municipalities, the purpose for that is twofold; (1) to identify weaknesses and areas of improvement as far as the overall governance, management and institutional development of the municipality is concerned and (2) to identify weaknesses and areas of improvement with regard to how the IDP itself is structured and compile in order to improve its credibility. Therefore; As outlined in the time-schedule table, all the issues raised in the MEC letter shall be attended to be convening a workshop of all municipal departments so that action plans to address issues raised by the MEC can be made so that all of those issues are addressed at an institutional level and also reflected on the 2022/23 IDP review.

8. PUBLIC CONSULTATIONS ON THE PROCESS PLAN

Notices inviting public comments were issued through the following mediums:

- An advert was put on the Ilanga newspaper;
- Notices were put on all municipal libraries, municipal offices and Traditional Courts, accompanied by copies the draft process plan, and
- The draft process plan was put on the municipal website.

After Council approves the final process plan, it will be put on the municipal website for public information and also forward an electronic copy to COGTA as required.

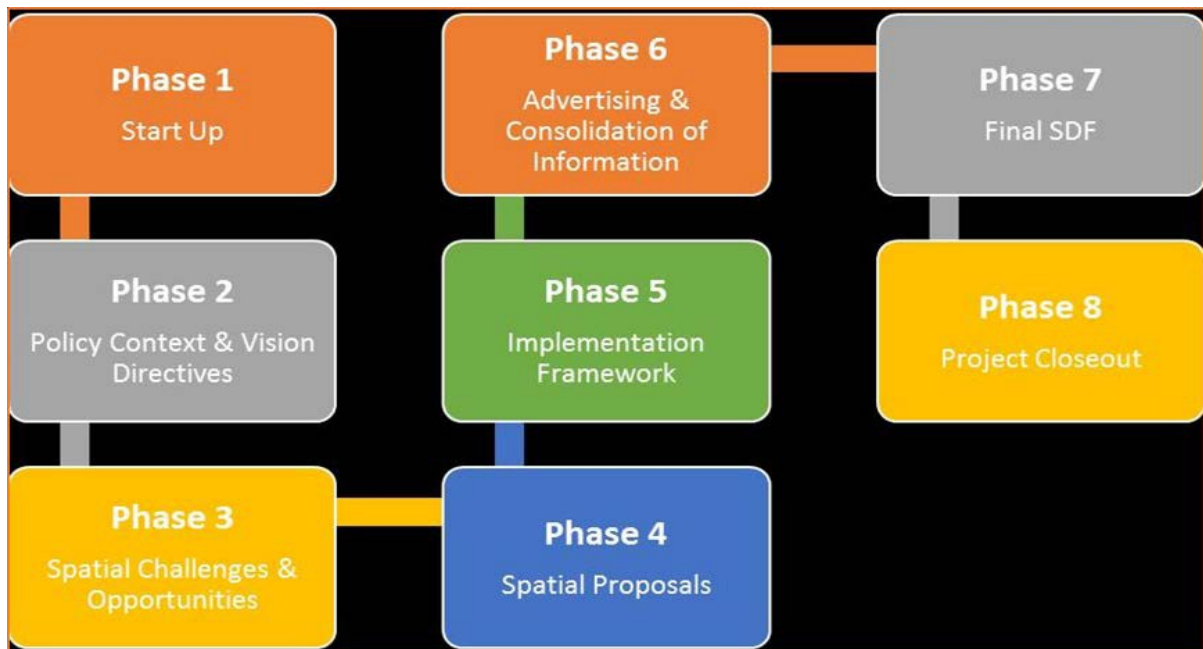
9. SPATIAL DEVELOPMENT FRAMEWORK REVIEW

The overall aim of the project is to ensure that the SDF provides for a vision and strategies which are implementable in order to change space for the greater good of all in the municipality. As a minimum the SDF should comply with the SPLUMA requirements. The SPLUMA requirements are inclusive of Section 21 but not limited to section 21, as listed hereunder:

SECTION	SPLUMA REQUIREMENTS
21(a)	Give effect to the development principles and applicable norms and standards as set in chapter 2 of SPLUMA
21(b)	Include a written and spatial representation of a five year spatial development plan for the spatial form of the municipality
21(c)	Long Term Vision for 10-20 years for spatial growth
21(d)	Identify current and future significant structuring and restructuring elements of the spatial form of the municipality, including development corridors, activity spines and economic nodes where public policy and private investment will be prioritized.
21(e)	Include population growth estimates for the next five years.
21(f)	Include estimates of the demand for housing units across different socio economic categories and the planned location and density of future housing developments.
21(g)	Include estimates of economic activity and employment trends and locations in the municipal area for the next five years.
21(h)	Identify, quantify and provide location requirements of engineering infrastructure and services provision for existing and future development needs for the next five years.

SPLUMA REQUIREMENTS	
SECTION	
21(i)	Identify the designated areas where national or provincial inclusionary housing policy may be applicable
21(j)	Include a strategic assessment of the environmental pressures and opportunities within the municipal area including the spatial location of environmental sensitivities, high potential agricultural land and (coastal access strips where applicable).
21(k)	Identify the designation of areas in the municipality where the incremental upgrading approaches to the development and regulation will be applicable.
21(l)	Identify the designation of areas in which more detailed local plans must be developed, and shortened land use development procedures may be applicable and land use schemes may be so amended
21(m)	Provide the spatial expression of the coordination, alignment and integration of sectoral policies of all municipal departments.
21(n)	Determination of Capital Expenditure Framework for municipality's development programmes depicted spatially
21(o)	Determine the purpose, desired impact and structure of the land use management scheme to apply in that municipal area
21(p)	Include an implementation plan comprising sectoral requirements including budgets and resources required for implementation; necessary amendments to a land use scheme; specification of institutional arrangements necessary for implementation; specification of implementation targets including dates and monitoring indicators; specification where necessary of any arrangements for partnerships in the implementation process.

The municipality's SDF is undergoing a review by the service provider and the inception report that outlines all the phases and timelines was presented to the municipality. Figure 1 below illustrate these phases as set out in the inception report.



10. IDP, BUDGET AND SDF TIMELINES (ANNEXURE A)

The timelines for the IDP, budget and SDF processes are attached as Annexures and provide specific activities that are going to be undertaken. These tables must not be read in isolation but they must be read within the context of the complementary functions that links them.

11. DETAILED 2023/2024 TO 2026/2026 MTREF BUDGET PROCESS (ANNEXURE B)

A comprehensive budget processes has also been incorporated as an annexure, despite the fact that critical dates are also included in the process plan time schedule.

12. UMZINYATHI DISTRICT MUNICIPALITY FRAMEWORK PLAN (ANNEXURE C)

The Umzinyathi District Municipality has developed a Framework Plan for 2022/23 financial year which informs the Process Plans for all local municipalities under the district. In order to provide sufficient details, the framework plan has also been included as an annexure.

13. CONCLUSION

The IDP Process Plan shall inform and guide all municipal integrated development planning, budgeting and spatial planning processes. After approval by Council, this document shall be made public by putting it on the municipal website as well as placing hard copies in municipal offices and libraries.

ANNEXURE A: IDP, BUDGET AND SDF TIMELINES

PERIOD	ACTIVITY	RESPONSIBILITY	TIMEFRAME/ TARGET
QUARTER 01 (JULY - SEPTEMBER)	DDM Political Hub meeting	The Mayor	TBD
	DDM Technical Hub meeting	Director Technical Services	TBD
	DDM GSID Cluster meeting	Director Corporate Services	TBD
	Submit to KZN COGTA 2022/23 Draft IDP and Budget Process Plan	IDP/PMS Manager	29 July 2023
	Submit signed performance agreements to KZN COGTA	Manager Office of the MM	29 July 2023
	DDM Technical Hub meeting	Director Technical Services	TBD
	DDM Political Hub meeting	The Mayor	TBD
	Advertise 2023/24 Draft IDP And Budget Process Plan for public comments	Manager Office of the MM	TBD
	DDM GSID Cluster meeting	Director Corporate Services	TBD
	Table 2021/22 Annual Performance Report to Council for approval	The Municipal Manager	27 August 2022
	Submit 2021/22 Annual Performance Report and 2021/22 Annual Financial Statements to the Auditor-General	The Municipal Manager	31 August 2022
	IDP Stakeholders Representative Forum meeting	Mayor and IDP/PMS Manager	30 September 2022
	Conduct performance assessment for senior and middle management	<ul style="list-style-type: none"> Director Corporate Services Manager Office of the MM 	30 Sep 2022
	DDM Technical Hub meeting	Director Technical Services	TBD
	DDM Political Hub meeting	The Mayor	TBD
	KwaZulu-Natal Integrated Development Planning Indaba hosted by KZN COGTA	<p>KZN IDP Coordinating Unit:</p> <ul style="list-style-type: none"> Discussions on IDP MEC assessment outcomes, alignment and implementation. <p>Municipal officials:</p> <ul style="list-style-type: none"> Participate in proceedings. <p>Sector Departments, COGTA BU, SOEs:</p> <ul style="list-style-type: none"> Participate in proceedings 	15 September 2022

ANNEXURE A: IDP, BUDGET AND SDF TIMELINES

PERIOD	ACTIVITY	RESPONSIBILITY	TIMEFRAME/ TARGET
QUARTER02 (OCTOBER – DECEMBER)	DDM GSID Cluster meeting	Director Corporate Services	TBD
	Approval of 2023/24 Final IDP and Budget Process Plan	The Municipal Manager	31 August 2022
	Submit 2023/24 Final IDP and Budget Process Plan to KZN COGTA	IDP/PMS Manager	10 September 2022
	1st IDP and Budget Steering Committee meeting	<ul style="list-style-type: none"> IDP/PMS Manager Budget Manager 	25 July 2022
	Put 2022/23 Final IDP and Budget Process Plan on the municipal Website	Manager Office of the MM	10 September 2022
	DDM Technical Hub meeting	Director Technical Services	TBD
	DDM Political Hub meeting	The Mayor	TBD
	DDM GSID Cluster meeting	Director Corporate Services	TBD
	Tabling of 2022/23 Quarter One performance report to Council	IDP/PMS Manager	30 October 2022
	Provide support to Municipalities to improve Integrated Development Plans	IDP Coordination Business Unit: <ul style="list-style-type: none"> Ensure establishment of IDP Steering Committee. Participate in Planners Forums and RFs. 	October 2022 onwards
		<ul style="list-style-type: none"> Support Sect 139 Municipalities. Provide hands-on support in line with gaps identified in MEC comments. Support DDM implementation through provision of project and budget information. Municipal officials: <ul style="list-style-type: none"> Establish and convene meetings of IDP Steering Committee and RF. Draft the IDP in line with MEC comments Action Plan and IDP assessment criteria. Indicate where/if specific support is still required from COGTA BUs, Sector Departments and SOEs. 	
	DDM Technical Hub meeting	Director Technical Services	TBD
	DDM Political Hub meeting	The Mayor	TBD
	IDP Alignment and implementation sessions	IDP Coordination Business Unit: <ul style="list-style-type: none"> Invite stakeholders. 	11 November 2022

ANNEXURE A: IDP, BUDGET AND SDF TIMELINES

PERIOD	ACTIVITY	RESPONSIBILITY	TIMEFRAME/ TARGET
QUARTER 03 (JANUARY – MARCH)		<ul style="list-style-type: none"> • Make inputs on IDP / DGDP/ DDM alignment and on IDP implementation. • Draft Minutes. <p>Municipal officials:</p> <ul style="list-style-type: none"> • Arrange venue for sessions. • Report on alignment and IDP implementation. <p>Sector Departments, COGTA BUs, SOEs:</p> <ul style="list-style-type: none"> • Make inputs on alignment and IDP implementation. • Provide project and budget information. 	
	IDP Best Practice Conference and IDP Alignment session	<p>IDP Coordination Business Unit:</p> <ul style="list-style-type: none"> • Discussions on IDP alignment and implementation. <p>Municipal officials:</p> <ul style="list-style-type: none"> • Participate in proceedings. <p>Sector Departments, COGTA BUs, SOEs:</p> <ul style="list-style-type: none"> • Participate in proceedings. • Provide project and budget information. 	25 November 2022
	IDP Stakeholder Representative Forum meeting	Mayor and IDP/PMS Manager	15 December 2022
	DDM Technical Hub meeting	Director Technical Services	TBD
	DDM Political Hub meeting	The Mayor	TBD
	2 nd IDP and Budget Steering Committee meeting	<ul style="list-style-type: none"> • IDP/PMS Manager • Budget manager 	09 December 2022
	Tabling of Quarter 1 performance assessment report to Council	IDP/PMS Manager	25 January 2023
	Tabling of Mid-year performance assessment report to Council	The Mayor	25 January 2023
	Tabling 2021/22 First Draft Annual Report	The Mayor	25 January 2023
	3 rd IDP and Budget Steering Committee meeting	<ul style="list-style-type: none"> • IDP/PMS Manager • Budget Manager 	03 February 2023
4 th IDP and Budget Steering Committee meeting	<ul style="list-style-type: none"> • IDP/PMS Manager 	15 March 2023	

ANNEXURE A: IDP, BUDGET AND SDF TIMELINES

PERIOD	ACTIVITY	RESPONSIBILITY	TIMEFRAME/ TARGET
	Local Government Elections: Compilation of Ward Based Plans for all wards.	<ul style="list-style-type: none"> Budget Manager IDP/PMS Manager	February/March 2023
	IDP Stakeholders Engagement on 2023/24 Reviewed IDP assessment process	IDP Coordination Business Unit: <ul style="list-style-type: none"> Present, discuss and adopt reviewed Provincial IDP Management Plan. Present, discuss and adopt reviewed IDP assessment criteria and IDP Framework Guideline. Discussions on aligned projects and IDP implementation. Municipal officials: <ul style="list-style-type: none"> Participate in discussions and decision taking. Adopt Provincial IDP Management Plan, Reviewed IDP criteria and Reviewed IDP Framework Guideline. Sector Departments, COGTA BUs, SOEs: <ul style="list-style-type: none"> Participate in discussions and decision taking. Adopt Provincial IDP Management Plan and criteria. Provide project and budget information. 	03 February 2023
	Approval of the 2023/24 Draft Integrated Development Plan	The Mayor	31 March 2023
	Table Final 2021/22 Annual Report to Council for approval	The Mayor	31 March 2023
	Table to Council the 2021/22 Oversight Report for consideration	MPAC Chairperson	31 March 2023
	Submission of Draft 2023/24 Reviewed IDPs and WBPs to COGTA for assessment	IDP Coordination Business Unit: <ul style="list-style-type: none"> Support Municipalities with completion of draft IDPs and SDFs in line with action plan. 	01-31 March 2023

ANNEXURE A: IDP, BUDGET AND SDF TIMELINES

PERIOD	ACTIVITY	RESPONSIBILITY	TIMEFRAME/ TARGET
QUARTER 04 (APRIL – JUNE)		<ul style="list-style-type: none"> Receive & register draft IDPs, SDFs, relevant Sector Plans and WBPs. <p>Municipal officials:</p> <ul style="list-style-type: none"> Finalize draft IDPs and SDFs to Process Plans and IDP Assessment Criteria. Finalize Ward Based Plans. Align Ward Based Plans to IDP. Submit Council Resolution, Draft IDPs, Draft SDBIPs, Draft Budgets, Draft SDFs, relevant Sector Plans and Draft WBPs. <p>Sector Departments, COGTA BUs, SOEs:</p> <ul style="list-style-type: none"> Support Municipalities with completion of draft IDPs, SDFs and Sector Plans in line with action plan. Participate in IDP RFs and provide project and budget information. 	
	IDP Stakeholder Representative Forum meeting	Mayor and IDP/PMS Manager	16 March 2023
	Strategic Planning session	IDP/PMS Manager	February 2023
	Make Public the Draft IDP and Budget invite public comments and also send it to COGTA for assessment.	Manager Office of the MM	07 April 2023
	Advertise the 2020/21 Annual Report and put on municipal website	Municipal Manager	07 April 2023
	IDP Stakeholder Representative Forum meeting	Mayor and IDP/PMS Manager	10 May 2023
	Draft IDP Assessment Feedback	<p>IDP Coordination BU, Sector Departments, COGTA BUs, SOEs:</p> <ul style="list-style-type: none"> Provide feedback per KPA on assessment findings gaps and recommendations to improve the IDP, SDF, sector plans and policies, prior to the adoption of the Final IDP. Ensure alignment between the IDP, Ward based 	12 May 2023

ANNEXURE A: IDP, BUDGET AND SDF TIMELINES

PERIOD	ACTIVITY	RESPONSIBILITY	TIMEFRAME/ TARGET
		plans, DGDP goals and objectives and the District Development Plan. Municipal officials: • Incorporate comments into Final IDP and SDF.	
	5 th IDP and Budget Steering Committee meeting	• IDP/PMS Manager • Budget Manager	08 May 2023
	Adoption of the final 2022/23 IDP Review	Mayor and Municipal Manager	31 May 2023
	Submission of approved 2022/23 IDP to COGTA and all relevant departments	Municipal Manager Office of the MM	10 June 2023

ANNEXURE B: BUDGET TIMELINES

MONTHLY ACTIVITY	BUDGET ACTIVITY	BUDGET ACTIVITY DATE
August	Submit Monthly Report Submit Data Strings Mayor tables in Council a time schedule outlining key deadlines for: preparing, tabling and approving the budget; reviewing the IDP	15/08/2022 8/28/2022
September	Submit Monthly Report Submit Data Strings 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	14/09/2022
October	Submit Monthly Report Submit Data Strings Section 72 report	14/10/2022
November	Submit Monthly Report Submit Data Strings	14/11/2022
December	Submit Monthly Report Submit Data Strings First Meeting of the budget steering committee re: Preparation for Adjustment budget setting due date for inputs and templates Accounting officer and senior officials consolidate and prepare proposed budget and plans for next financial year taking into account previous years performance as per audited financial statements	14/12/2022 02/12/2022
January	Submit Monthly Report Submit Data Strings Section 72 report Table Mid year & Performamnce assessment to council Second Meeting of the budget steering committee re:reviewing of inputs for adjustment budget Accounting officer reviews proposed national and provincial allocations to municipality for incorporation into the Adjustment budget for tabling	16/01/2023 25/01/2023 31/01/2023
February	Submit Monthly Report Submit Data Strings Third Meeting of the budget steering committee re:Preparing for draft budget and setting due date for inputs	14/02/2022 03/02/2023

ANNEXURE B: BUDGET TIMELINES

MONTHLY ACTIVITY	BUDGET ACTIVITY	BUDGET ACTIVITY DATE
	Recommend adjustment Budget to council for Approval 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	28/02/2023
March	Submit Monthly Report Submit Data Strings Fourth :Meeting with Treasury and Management for assessment of adjustment re :Mid-year budget(Adjustment Budget) and performance assessment Submit Adjustment budget to Both National Treasury and Provincail Treasury Accounting officer publishes tabled budget, plans, and proposed revisions to IDP, invites local community comment and submits to NT, PT Council to adoption Draft Budget (2024-25) in the Municipal Council Submit Draft budget to Both National Treasury and Provincail Treasury and upload strings Mayor tables municipality budget, resolutions, plans, and proposed revisions to IDP at least 90 days before start of budget year	14/03/2023 17/03/2023 14/03/2023 31/03/2023
April	Submit Monthly Report Submit Data Strings Section 72 report Public Consultation to be managed in a coalition with the Office of the Speaker in the Municipal Council Fifty Meeting of the budget steering committee re: To evaluate and review the inputs received from the public consultation process Accounting officer 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	14/04/2023 28/04/2023
May	Submit Monthly Report Submit Data Strings Sixthy Meeting with treasury budget feed back re :Tabled (Draft) Budget Assessments 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 Final approval of the 2023/2024 to 2025/2026 MTREF Budget and I.D.P.	15/05/2023 19/05/2023 31/05/2023

ANNEXURE B: BUDGET TIMELINES

MONTHLY ACTIVITY	BUDGET ACTIVITY	BUDGET ACTIVITY DATE
	by the Municipal Council 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 Budget and I.D.P. administrative tasks re: Printing of the final budget and I.D.P. document and upload to portal	
<p>June</p>	Submit Monthly Report Submit Data Strings Budget administrative tasks re: Loading of the 2023/2024 MTREF Budget - EMS Last meeting reviewing of final budget to system Accounting officer submits to the mayor no later than 14 days after approval of the budget a draft of the SDBIP and annual performance agreements Submission of the 2023/2024 to 2025/2026 MTREF Budget and I.D.P. Document to: 1. Provincial Treasury 2. Upload to portal	<p>14/06/2023</p> <p>09/06/2023</p> <p>16/062023</p> <p>30/06/2023</p>
<p>July</p>	Submit Monthly Report Submit Data Strings Section 72 report Budget Evaluation Process re: 2025-26 MTREF Budget, the SDBIP & I.D.P Accounting officers and senior officials of municipality planning for next three-year budget Mayor must approve SDBIP within 28 days after approval of the budget and ensure that annual performance contracts are concluded budget document to all relevant stakeholders 1. Upload to partal 2. Provincial Treasury	<p>14/07/2023</p> <p>14/07/2023</p>

1. INTRODUCTION

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 2023/24 IDP Review will serve as a second cycle of the review process of the 2023/24 IDP as required in terms of Section 34 of the Municipal Systems Act (No 32 of 2000).

2. FRAMEWORK PLAN

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 finalizing their Process Plans.

3. KEY MATTERS OF IDP ALIGNMENT

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 2022/23 IDP, new information has emerged and priorities have be adjusted;
- ✓ Ensuring alignment with the newly introduced One Plan One Budget initiative for faster and coordinated service delivery.
- ✓ Championing the National Strategic Plan through mainstreaming of Gender Based Violence and Femicide into IDPs.
- ✓ 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.	CFO	01 July 2022
2.	Finalize Performance agreements and plans for Section 54 and 56 Managers and Work Plans for Middle Managers for 2022/23, and subsequently submitted to COGTA	Manager: IDP/PMS	31 July 2022
3.	Submission of the Draft 2023/24 IDP Review, Budget and PMS Process and Framework Plan to the COGTA for assessment purposes	Manager: IDP/PMS	31 July 2022
4	Preparation of the One Plan and one budget Process plan linked to National and Local Government Processes.	Technical team	01 July – 30 September 2022
5	Co-ordination of the dates for the 2023/24 Process and Framework Plan with the IDP Managers of the family of municipalities, for alignment purposes.	Manager: IDP/PMS	13 August 2022
6	MEC Panel Assessment	COGTA	July/August 2022
7.	Mayor tables in Council for adoption of the Final 2023/24 IDP Review, Budget and PMS Process and Framework Plan and subsequently submitted to COGTA, PT and NT for consideration.	CFO / Manager: IDP/PMS	31 August 2022
8.	Assist the Mayor in the preparation of time schedule for the Budget and related policies.	CFO	September 2022
9	1 st Planning and Development forum – to Discuss Framework and Process Plans of Family.	Manager IDP/PMS	September 2022
10	IDP Indaba	Manager: IDP/PMS	17 September 2022
11	Advertisement of the 2023/24 IDP Review, Budget and PMS Process and Framework Plan	Manager: IDP/PMS	15 September 2022

ANNEXURE C: UDM FRAMEWORK PLAN

NO	ACTIVITIES	RESPONSIBLE PERSON / STRUCTURE	TARGET DATE
12.	IDP Alignment Session	Manager: IDP/PMS	November 2022
13.	1 st Quarterly performance assessment of Section 54 and 56 Managers as required by Section 28(1) of the 2006 Performance Regulations	Manager: IDP/PMS	October 2022
14.	Initial Review of the National policies and Budget plans	CFO / Acting MM	October 2022
15.	UDM 1 st IDP_LED Technical Committee (IDP Representative Forum) – inter-sphere alignment session (integration / alignment of issues and also key municipal priorities which require funding for 2023/24 fy - IDP Alignment Session.	Manager: IDP/PMS and LED Manager	18 November 2022
16.	2 nd Planning and Development forum - discussion of the MEC Comments Action Plan and IDP Review Situational Analysis	Manager: IDP/PMS	November 2022
17	Review and Reprioritisation of the One Plan one Budget (Review profile, Gap analysis, Vision setting and strategy formulation)	Technical Team	31 December 2022
18	Municipal departments to prepare the Draft 2023/24 staff structure and staff budget (salaries) and departmental budgets.	Heads of Departments	November 2022
19	Review budget related policies and determine guidelines for 2023/24 Budget	CFO / MM / Council	November 2022
20	IDP Best Practise	Manager: IDP/PMS	19 November 2022
21	Submission of the 2022/23 Mid – Year Budget and Performance Assessment Report to the Internal Audit Unit and subsequently submitted to the Audit Committee	CFO / MM	January 2023
22.	Tabling of the 2022/23 Mid – year Budget and Performance Assessment Report to Council for adoption, and its submission to COGTA, PT and NT	CFO / MM / Council	25 January 2023
23.	Tabling of the 2021/22 Annual Report to Council	MM / Council	25 January 2023

ANNEXURE C: UDM FRAMEWORK PLAN

NO	ACTIVITIES	RESPONSIBLE PERSON / STRUCTURE	TARGET DATE
24.	2 nd 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	14 January 2023
25.	Strategic Planning Session – to serve as a framework for the 2022/23 IDP Review and Budget	Management and Council	February 2023
26.	Provincial IDP Stakeholders Meeting – IDP Assessment Criteria	Manager: IDP/PMS	04 February 2023
27.	3 rd Planning and Development Forum – Alignment of programmes and Projects, Presentation on the progress of the 2022/23 IDP Review and Budget (Alignment & integration of project lists, sector plans, finalizing implementation programmes)	Manager: IDP/PMS	February 2023
28.	Council to approve the 2022/23 Adjustment Budget	MM / Council	28 February 2023
29.	Consolidation of the Draft 2023/24 Budget <ul style="list-style-type: none"> · Review of the provincial and national allocations for the incorporation into the Draft 2023/24 Budget; and · Alignment of the Draft 2023/24 Budget to the IDP Review. 	CFO	31 March 2023
30.	Special Manco Meeting, for each department to present and motivate the 2022/23 staff structure, operating and capital budget.	HODs / MM / ExCo	March 2023
31.	UDM 2 nd IDP_LED Technical Committee Meeting (IDP Representative Forum) to obtain feedback on key municipal projects submitted to Sector Departments and Private Sector.	Manager: IDP/PMS and LED Manager	10 March 2023
32.	Submission of the long term draft One Plan One Budget to Technical and Political hub for approval.	Technical Team	31 March 2022
33.	Submission of the Draft 2023/24 IDP Review, Budget and Budget related policies, and SDF to	MM / ExCo	31 March 2023

NO	ACTIVITIES	RESPONSIBLE PERSON / STRUCTURE	TARGET DATE
	ExCo, to recommend to Council the approval thereof.		
34	Council to approve the Draft 2023/24 IDP Review, Budget and Budget related policies, and SDF and their submission to COGTA, PT and NT for assessment purposes.	MM / Council	31 March 2023
35	Council to adopt the 2021/22 Oversight Report and Annual Report and its submission to COGTA, PT, NT and Provincial Legislature.	MM / Council	31 March 2023
36	Mid – Year Budget and Performance Assessment Visits.	CFO / PT	March 2023
37.	Advertisement of the Draft 2023/24 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 2023
38.	Convening of Decentralised IDP Assessment Forums.	Manager: IDP/PMS / COGTA	April 2023
39.	Public Consultation Meetings on the Draft One Plan and Draft 2023/24 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 / CFO	April/May 2023
40.	IDP /SDF/ DGDP Assessment Feedback Session.	Manager: IDP/PMS	25 April 2023
41.	Third Quarterly performance assessment of Section 54 and 56 as required by Section 28(1) of the 2006 Performance Regulations	Manager: IDP/PMS	May 2023
42.	4 th Planning and Development forum - to finalize and align the programmes and projects, and key strategic issues, IDP and Budget.	Manager: IDP/PMS	May 2023
43.	Budget and Benchmark Assessment	CFO / PT	May 2023
44.	Adoption of the 2023/24 IDP Review, Budget and related policies, and SDF by Council	Council	31 May 2023

NO	ACTIVITIES	RESPONSIBLE PERSON / STRUCTURE	TARGET DATE
45	Submission of the Final One plan One Budget for adoption by the Technical and Political Hub	Technical Team	May/June 2022
46	Submission of the Final 2023/24 IDP Review, Budget and Budget related policies, and SDF to COGTA, PT and NT within 10 days after adoption.	CFO / Manager: IDP/PMS	June 2023
47	Gazetting of the adopted One Plan One Budget.	Cogta/Technical team	30 June 2022
48.	Commence with the implementation of the 2023/24 IDP Review, Budget and SDF, and monitor performance through PMS	CFO / Manager: IDP/PMS	01 July 2023

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:

Msinga Local Municipality

ACTIONS	RESPONSIBLE PERSON / STRUCTURE	TARGET DATE
1 st IDP Steering Committee Meeting	Manager: IDP/PMS	15 November 2022
2 nd IDP Steering Committee Meeting	Manager: IDP/PMS	24 January 2023
3 rd IDP Steering Committee Meeting	Manager: IDP/PMS	14 March 2023
4 th IDP Steering Committee Meeting	Manager: IDP/PMS	18 May 2023

1 st IDP Representative Forum Meeting	Manager: IDP/PMS	21 February 2023
2 nd IDP Representative Forum Meeting	Manager: IDP/PMS	09 May 2023

Umvoti Local Municipality

ACTIONS	RESPONSIBLE PERSON / STRUCTURE	TARGET DATE
1 st IDP Steering Committee Meeting	Manager: IDP/PMS	November 2022
2 nd IDP Steering Committee Meeting	Manager: IDP/PMS	March 2023
3 rd IDP Steering Committee Meeting	Manager: IDP/PMS	May 2023
1 st IDP Representative Forum Meeting	Manager: IDP/PMS	November 2022
2 nd IDP Representative Forum Meeting	Manager: IDP/PMS	March 2023

Endumeni Local Municipality

ACTIONS	RESPONSIBLE PERSON / STRUCTURE	TARGET DATE
1 st IDP Steering Committee Meeting	IDP Manager	October 2022
2 nd IDP Steering Committee Meeting	IDP Manager	February 2023
3 rd IDP Steering Committee Meeting	IDP Manager	March 2023

4 th IDP Steering Committee Meeting	IDP Manager	May 2023
1 st IDP Representative Forum Meeting	IDP Manager	October 2022
2 nd IDP Representative Forum Meeting	IDP Manager	February 2023
3 rd IDP Representative Forum Meeting	IDP Manager	May 2023

Nquthu Local Municipality

ACTIONS	RESPONSIBLE PERSON / STRUCTURE	TARGET DATE
1 st IDP Steering Committee Meeting	Manager: IDP/PMS	30 September 2022
2 nd IDP Steering Committee Meeting	Manager: IDP/PMS	09 November 2022
3 rd IDP Steering Committee Meeting	Manager: IDP/PMS	03 February 2023
4 th IDP Steering Committee Meeting	Manager: IDP/PMS	15 March 2023
5 th IDP Steering Committee Meeting	Manager: IDP/PMS	16 May 2023
1 st IDP Representative Forum Meeting	Manager: IDP/PMS	September 2022
2 nd IDP Representative Forum Meeting	Manager: IDP/PMS	April 2023
3 rd IDP Representative Forum Meeting	Manager: IDP/PMS	April 2023

6. ALIGNMENT MECHANISMS

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 Planning and Development Forum which convenes on Quarterly basis. The meetings of the Planning and Development Forum 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 2022 to discuss integration issues and also to present to Sector Departments the key municipal priorities which require funding for implementation in 2023/24 financial year, and the second session will be in March 2023, 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 when needed. 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.

6.4 Alignment During COVID 19

During the Pandemic the District Municipality as well as its Local Municipality will be interacting physically and virtually for alignment purposes. All other stakeholders are encouraged to also adopt the methods for communicating with the family.

6.5 District Development Model Approach

The DDM approach will be process by which joint and collaborative planning is undertaken at local, district and metropolitan levels by all three spheres of government resulting in a single strategically focussed One Plan for Umzinyathi.

It is also seen as a practical Intergovernmental Relations (IGR) mechanism to enable all three spheres of government to work together, with communities and stakeholders in order to plan, budget and implement efficiently and effectively. The One Plan is currently being reviewed and will be adopted by the Technical and Political hubs.