



2021/2022 IDP-BUDGET PROCESS PLAN TIME SCHEDULE

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1. BACKGROUND

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 (IDP). The IDP is a strategic plan that guides and informs all planning processes, activities, decision making, budgeting and management in the municipality.

The IDP has a five year lifespan which is in accordance with the term of office of the Council. At the end of the five year period, the new council has the option of either adopting the IDP of its predecessor, to bring forward aspects that are still relevant or to develop a new plan altogether.

In terms of Section 26 of the Municipal Systems Act, 2000 *"an integrated development plan must reflect:*

- (a) *the municipal council's vision for the long term development of the municipality with special emphasis on the municipality's most critical development and internal transformation needs;*
- (b) *an assessment of the existing level of development in the municipality, which must include an identification of communities which do not have access to basic municipal services;*
- (c) *the council's development priorities and objectives for its elected term including its local economic development aims and its internal transformation needs;*
- (d) *the council's development strategies which must be aligned with any national or provincial sectoral plans and planning requirements binding on the municipality in terms of legislation;*
- (e) *a spatial development framework which must include the provision of basic guidelines for a land use management system for the municipality;*
- (f) *the council's operational strategies;*
- (g) *applicable disaster management plans;*
- (h) *a financial plan, which must include a budget projection for at least the next 3 years;*
and
- (i) *the key performance indicators and performance targets determined."*

In terms of Section 34 of the Municipal Systems Act, 2000:

"A municipal council-

(a) must review its integrated development plan-

- (i) *Annually in accordance with an assessment of its performance measurements*
- (ii) *To the extent that changing circumstances so demand; and*

(b) may amend its IDP in accordance with a prescribed process."

In order to ensure certain minimum standards in the IDP process, and coordination between and within the various spheres of government, the preparation of a Process Plan has been regulated in the Municipal Systems Act (MSA), 2000. Section 28(1) of the Act requires each municipal council to "adopt a process set out in writing to guide the planning, drafting, adoption and review of its integrated development plan". The Process Plan has to include the following:

- A programme specifying the time frames for the different planning steps;
- Appropriate mechanisms, processes and procedures for consultation and participation of local communities, organs of state, traditional authorities and other roleplayers in the IDP process; and cost estimates for the review process.

This process plan forms part of the process to be followed in the preparation, tabling and approval of the IDP Review, Multiyear Budget and Performance Management System for uMngeni Local Municipality.

2. ORGANISATIONAL ARRANGEMENTS

In order to manage the IDP Process, and to provide for effective public participation therein, it is proposed that the following organisational arrangements be in place:

uMngeni Local Council:

- Adopting the Process Plan, managing and coordinating the IDP process by:
- Ensuring that business plans and budget decisions are based on the IDP.
- Ensuring that Key Performance Indicators and Targets as outlined in the PMS are realistic and achievable.
- Ensuring that the IDP is tied to the budget.
- Ensuring that there is a linkage between the IDP and the Budget Process.
- Monitoring the implementation of the IDP.
- Ensuring that the IDP process complies with the prescribed legislation.
- Approving and adopting the IDP.

Council Executive Committee

- Decision making body throughout the IDP process.
- Monitoring of the IDP Process.
- Overall management and co-ordination of the IDP process.
- To finalise the Terms of Reference of the IDP Representative Forum for the IDP process.
- To provide the Terms of Reference for various planning activities.

Ward Councilors / Ward Committees

- Linking the IDP process to their constituencies.
- Facilitating public consultation and participation.
- Ensuring transparency in the IDP process.

Manager (IDP & PMS)

Amongst others, the following responsibilities are allocated to the IDP Manager for the IDP Process:

- Ensuring that the Process Plan is finalised and adopted by Council;
- Adjusting the IDP in accordance with the MEC's proposals;
- Identifying additional role-players to sit on the IDP Representative Forum;
- Encouraging the continuous participation of role-players;
- Monitoring the participation of role-players;
- Ensuring that appropriate procedures are followed;
- Ensuring that documentation is properly prepared;
- Carrying out the day-to-day management of the IDP process;
- Responding to comments and enquiries;
- Ensuring alignment of the IDP with the District Municipality;;
- Providing input into the review of the Sector Plans and ensuring their inclusion into the IDP documentation; and
- Submitting the IDP to the relevant authorities.

The IDP Technical Committee

This Committee is chaired by the Municipal Manager and comprises of the Heads of Department and other key officials. Its Terms of Reference is as follows:

- To commission research studies or any other information collection activity;
- To assess proposals from project teams and make recommendations in regard to improvements / amendments.
- To process, summarise and document outputs;
- To make content recommendations to the IDP Manager;
- To prepare, facilitate and document meetings;
- To assess, and comment on, inputs from project teams, provincial sector departments and support providers.

Project Teams

The municipality will establish project teams to deal with project planning and implementation if and when required. Such teams will comprise municipal officials, public/private sector agencies and relevant portfolio councilors.

IDP Representatives Forum

The main function of the IDP Representative Forum is to ensure the participation of various interested and affected organizations, groups and individuals. The general Terms of Reference of the Forum, in accordance with the IDP Guidelines, are as follows:

- Represent the interests of constituents in the IDP process;

- Provide an organizational mechanism for discussion, negotiation and decision making between the stakeholders, including municipal government;
- Ensure communication between all the stakeholder representatives, including municipal government; and
- Monitor the performance of the planning and implementation process.

In order to encourage the continued participation of Forum members in the IDP process (as well as to encourage additional organizations to become members of the Forum), it is proposed that notices informing community members of the IDP process be placed in the local press, municipal notice boards and municipal website.

3. ROLES AND RESPONSIBILITIES

The internal and external role players in the uMngeni IDP process are the following:

Internal role players:

- Mayor
- Council / Executive Committee
- Ward Councillors
- Ward Committees
- Municipal officials
- Municipal Manager
- IDP Manager

External role players:

- Planning professionals
- uMgungundlovu District Municipality
- IDP Representative Forum
- Civil Society
- Traditional Leaders
- Service Providers; and
- Government Departments.

The main roles and responsibilities allocated to each of the role-players in the IDP Process are set out in the table below:

INTERNAL ROLEPLAYERS	ROLES AND RESPONSIBILITIES
Council / Executive Committee	Final decision-making. Decide on the process plan. Approval of the IDP documentation.
Ward Councilors/Ward Committees	Linking the IDP process with their constituencies. Gathering input. Facilitating public participation.

Mayor	Be responsible for the overall management, coordination and monitoring of the process.
Municipal Officials	Provide technical/sector expertise. Provide input into selected Sector Plans. Prepare draft project proposals.
Municipal Manager Manager (IDP & PMS)	Decide on IDP process. Monitor IDP process. Overall Management and co-ordination. Day-to-day management of the process. Drafting of the IDP documentation.
IDP Technical Committee	Assist and support the Municipal Manager and the IDP Representative Forum. Information "gap" identification. Oversee the alignment of the planning process internally.

EXTERNAL ROLEPLAYERS	ROLES AND RESPONSIBILITIES
Planning Professionals/Facilitators	Methodological guidance. Facilitation of planning workshops. Support and input into Sector Plans. Documentation of the outcomes of planning activities.
uMgungundlovu District Council	Co-ordination role for local municipalities. Ensuring horizontal alignment of the IDPs of the municipalities in the district council area. Ensuring vertical alignment between the district and local planning.
COGTA	Facilitation of vertical alignment of IDP's with other spheres of government and sector departments. Provide events for joint strategy workshops with local municipalities, provincial and national role-players and other subject matter specialists
IDP Representative Forum/ Civil Society	Representing stakeholder interests and contributing knowledge and ideas.
Service Providers	Technical input Provide data and information on capital projects Ensuring alignment
Government Departments	Provide data and information. Provide budget guidelines. Facilitate alignment of budgets with the IDP. Provide professional and technical support.
Traditional Leadership	Provide inputs into the IDP Linking the IDP process with constituencies.

4. MECHANISMS AND PROCEDURES FOR PUBLIC PARTICIPATION

Functions and context public participation:

Four major functions can be aligned with the public participation process namely;

- appropriateness of solutions;
- needs orientation;
- community ownership; and
- empowerment

The public participation process in the IDP Process has to be institutionalized - in order to ensure that all residents have an equal right to participate.

Mechanisms for participation:

The following participation mechanisms are proposed:

IDP Representative Forum - The Forum will represent all stakeholders and will be as inclusive as possible. Additional organisations will be encouraged to participate in the Forum throughout the IDP process.

Media - Amongst other means, the local press and the municipal website will be used to inform the community of the progress with respect to the IDP process.

Ward Committees - Ward Committees are to be briefed on the IDP progress. They will be tasked with liaising with residents in each Ward, providing feedback and facilitating public participation.

Loud hailing is also used as a form of mechanism for the mobilization of communities for participation in municipal plans especially to those who cannot read and write.

5. ACTION PROGRAMME

Core of the IDP preparation:

The key elements to be addressed during the development process will be the following:-

- Ensuring that all legislative requirements are adhered to;
- Incorporate latest Stats SA data;
- Ensure alignment with policies at all spheres of government;
- MEC Panel Assessments;
- Self-Assessment gaps identified;
- New council priorities;
- Outcomes based approach and;
- The municipal Spatial Development Framework
- Spatial Planning and Land Use Management Act implementation requirements.

The time schedule detailed below shows the link of the IDP process with the related activities of the Multiyear budget and Performance Management System of the municipality.

IDP-BUDGET TIME SCHEDULE

Quarter 1

Aligned process	Activities	Target dates	Responsibility	Outputs
IDP-BUDGET	Prepare Draft 2021/2022 Process Plan	18 July 2019 – August 2020	Manager (IDP & PMS) Budget Manager	Draft Process Plan
PMS	Internal Audit reports on performance information must be submitted to Council and Performance Audit Committee	Quartely	Manager (IDP & PMS)	Quartely performance reports
IDP	UMDM IDP Sub-cluster meeting	25 July 2020	Manager (IDP & PMS)	Process Plan Framework
PMS	Signed S56 & S57 Managers Performance Agreements	26 July 2020	Municipal Manager	Signed Performance agreements
IDP	Submit Draft 2021/2022 IDP-Budget Process Plan to COGTA & Provincial Treasury for comments	31 July 2020	Manager (IDP & PMS) Budget Manager	Letter of acknowledgement
IDP	Public notice on the Draft 2021/2022 IDP-Budget Process Plan	01-14 August 2020	Manager (IDP & PMS)	Public notice on the Draft Process Plan
IDP	UMDM IDP Sub-cluster meeting	20 August 2020	Manager (IDP & PMS)	Attendance register
PMS	Draft 2019-2020 Annual Performance Report to internal auditor	28 August 2020	Municipal Manager PMS Manager	Draft 2019-2020 Annual Performance Report
IDP-BUDGET	Tabling and adoption of 2020/2021 Time Schedule Process Plan at Council	30 August 2020	Honourable Mayor	Adopted time schedule with council resolution

IDP	Assess status of sector plans and policies	01 - 30 August 2020	Manager (IDP & PMS)	Updated table indicating status of reviewed sector plans and policies
IDP	Update IDP Status Quo	By 27 September 2020	Manager (IDP & PMS)	Status quo report

Quarter 2

Aligned process	Activities	Target dates	Responsibility	Outputs
BUDGET	Draft 2019-2020 AFS to auditor general	30 October 2020	Chief Financial Officer	Draft 2019-2020 AFS and letter of acknowledgement
PMS	Draft 2019-2020 Annual Performance Report to Auditor General	30 October 2020	Municipal Manager PMS Manager	Draft 2019-2020 Annual Performance Report
PMS	Quarterly performance report submitted to Council	Quarterly	Manager (IDP & PMS)	Quarterly performance report with Council resolution
BUDGET	2020-2021 First Quarter Budget Review	30 October 2020	CFO Budget Manager	Budget review report
IDP	UMDM IDP Sub-cluster meeting	To be confirmed	Manager (IDP & PMS)	Attendance
IDP	Review municipal objectives and strategies	01–16 November 2020	Internal departments	Report on reviewed strategies
IDP	IDP Alignment Session for uMgungundlovu District	5 November 2020	Manager (IDP & PMS)	
IDP	Prioritisation of projects	November 2020	Councillors Ward committees	Prioritisation list integrated into IDP
IDP	uMngeni IDP Representative Forum	05 December 2020	Manager (IDP & PMS)	Inputs from sector departments
IDP-BUDGET	Internal departments budget inputs	December 2020 to January 2021	Internal departments	Completed templates aligned to IDP format (mSCOA)

IDP	Prioritisation of projects	November 2020	Councillors Ward committees	Prioritisation list integrated into IDP
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Quarter 3

Aligned process	Activities	Target dates	Responsibility	Outputs
IDP	Review Ward Based Plans	By 30 January 2021	Manager (Communications and Research) Manager (IDP & PMS) Ward Committees	Ward Based Plans developed for all wards
PMS	Schedule Performance Audit Committee	Quartely	MM/ Manager (IDP & PMS)	Minutes of committee meetings
BUDGET-PMS	Mid-year budget review and performance assessment	22 January 2021	CFO, Budget Manager	Budget review and Midyear performance report
IDP	COGTA departmental sector alignment sessions	07 February 2021	Manager (IDP & PMS)	Department programmes report
BUDGET	2020/2021 Budget Adjustment	By 24 February 2021	Chief Financial Officer	Adjustment Budget with Council Resolution
IDP-BUDGET-PMS	Alignment of Draft 2021/2022 IDP Review and Budget towards Draft SDBIP	By 15 March 2021	Internal departments Manager (IDP & PMS)	Draft 2020/2021 IDP Review, Multiyear-budget and SDBIP
IDP(SDF)-BUDGET-PMS	Tabling of Draft 2021/2022 IDP Review, Draft Multiyear Budget and Draft SDBIP to relevant council committees	01-30 March 2021	Honourable Mayor Full Council	Draft 2019/2020 IDP Review inclusive of SDF, Draft Multiyear Budget and Draft SDBIP with council resolutions
IDP-BUDGET-PMS	Submission of Draft IDP Review, Draft Multiyear Budget and Draft SDBIP to COGTA and Provincial Treasury	By 31 March 2021	Manager (IDP & PMS) Budget Manager	Letter of acknowledgement

Quarter 4

Aligned process	Activities	Target dates	Responsibility	Outputs
PMS	Quarterly performance report submitted to Council	Quarterly	Municipal Manager Manager (IDP & PMS)	Quarterly performance report with Council resolution
IDP-BUDGET	Public notice on tabled items including a schedule of public meetings	01-22 April 2021	Manager (Communications and Research) Manager (IDP & PMS)	Public notice
IDP-BUDGET	Presentation of Draft 2020/2021 IDP Review and Budget to communities and stakeholders in all wards	April 2021	Honourable Mayor and all relevant internal departmental personnel	Register and minutes of public inputs
IDP	UMDM IDP Sub- cluster meeting	02 April 2021	Manager (IDP & PMS)	Self-Assessment tool
IDP	uMngeni IDP Representative Forum	06 April 2021	Manager (IDP & PMS)	Presentation of Draft IDP Review
IDP	Convening of decentralised IDP Assessment Forums	11 April 2021	Manager (IDP & PMS)	IDP assessment report
IDP	IDP Assessment feedback Session by COGTA IDP Coordination Business Unit	08 May 2021	COGTA	Report of assessment feedback
IDP-BUDGET	Tabling and adoption of Final 2020/2021 IDP Review and Multiyear Budget	By 29 May 2021	Honourable Mayor	Multi-year Budget with council resolution
IDP-BUDGET-PMS	Address AG comments on the Annual Report of the previous financial year	By 29 May 2021	All departments	Response table
IDP	Public Notice on adopted IDP Review and Budget	03 June 2021	Manager (IDP & PMS) Budget Manager	Public Notice

IDP-BUDGET	Submission of Final IDP Review and Budget to relevant sector departments	10 June 2021	Manager (IDP & PMS) Budget Manager	Letter of acknowledgement
PMS	Approved departmental SDBIP	By 26 June 2021	Honorable Mayor Municipal Manager Manager (IDP & PMS)	Signed SDBIP by Honourable Mayor

6. MECHANISMS AND PROCEDURES FOR ALIGNMENT

While the IDP process is a local process, it requires substantial input and support from other spheres of government i.e. national and provincial departments (as well as service providers). There accordingly needs to be alignment with these role-players. In essence, the roles of the various spheres of government in the IDP process are anticipated as follows:

National Linkages: The national sphere of government should at least provide a framework for the preparation of the Sectoral Plans, and where possible funding for such plans. This will contribute to the creation of a normative framework and consistency between municipalities. The national sphere should also co-ordinate and prioritises programmes and budgets between sectors and the national sphere in line with the framework.

Provincial Level: As with the National Government, the Provincial Government should prepare Sectoral Guidelines and funding for the preparation of Sectoral Plans. The preparation of the Sector Plans and programmes and district programmes also needs to be co-ordinated and aligned.

District Level: The uMgungundlovu District Municipality in consultation with local municipalities of the district will prepare a framework plan (as required in terms of Section 27 of the Municipal Systems Act, 2000) to co-ordinate all planning activities during the review process. Through the IDP Manager, the District Municipality will also organise district level alignment meetings between all municipalities, as well as between municipalities and service providers.

The uMngeni Municipality will participate in district alignment events and will also attempt to draw individual service providers into the local planning process. The Municipality will also contribute strategies in addressing district level issues during alignment events.

The uMngeni 2021/2022 IDP Review inclusive of Spatial Development Framework will be prepared in-house.

7. COST ALLOCATION

The costs associated with the IDP Preparation are outlined below:

TASK	DESCRIPTION	ESTIMATED COST
IDP INPUTS	Advertising, Transportation, Pamphlets	R100,000
Total		R100,000